

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as my time here has been incredibly rewarding and I have learned a great deal under your guidance. I truly appreciate the opportunities I have had to grow professionally and personally while working with such a talented team.

Thank you for the support and encouragement you have provided during my time at [Company's Name]. I look forward to staying in touch and hope to cross paths again in the future.

Wishing you and the team all the best.

Sincerely,

[Your Name]