

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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]. This decision was not easy, as I have greatly enjoyed my time working with you and the team.

I want to express my heartfelt gratitude for the opportunities I have had during my tenure here. Your support and guidance have been invaluable, and I have learned so much while working under your leadership.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]