

Resignation Letter

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, typically two weeks from the date above]. This decision comes after much contemplation, especially following the recent recognition of my service achievements during [mention specific event or recognition].

I am truly grateful for the opportunities I have received during my time at [Company's Name]. The support from you and the team has been invaluable in my professional growth, and I appreciate the encouragement I have received along the way.

I assure you of my commitment to making the transition as smooth as possible and will do everything I can to wrap up my duties and assist in the handover. I hope to maintain positive relationships with my colleagues and look forward to staying in touch.

Thank you once again for the wonderful experiences and support throughout my time here. I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]