

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

It has been an honor to receive the [Name of Service Award] during my time at the company. This recognition has affirmed my commitment and passion for the work we do. I am incredibly grateful for the support and opportunities provided to me, as well as for the experiences and friendships I have gained.

While this decision was not made lightly, I have decided to pursue a new opportunity that aligns with my long-term career goals. I am excited about what the future holds but will always cherish my time at [Company's Name].

Thank you once again for your guidance and support. I am committed to ensuring a smooth transition before my departure.

Sincerely,

[Your Name]