

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision has not come easily, but after careful consideration, I have chosen to pursue an opportunity that aligns with my professional goals.

It is with great appreciation that I acknowledge the recent service award recognition I received. This honor reflects not only my contributions but also the support and guidance I've received from you and the entire team at [Company Name]. I am truly grateful for the opportunities to grow and develop during my time here.

Thank you for your understanding and support. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]