

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

I want to take this opportunity to express my sincere gratitude for the mentorship and support I have received during my time here. Your guidance has not only helped me grow professionally but has also impacted me personally. I appreciate the invaluable lessons and experiences you shared with me, which I will carry forward in my career.

Thank you once again for everything. I will ensure a smooth transition of my responsibilities over the next few weeks.

Wishing you and the team continued success.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]