

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 am writing to formally resign from my position at [Company's Name], effective [Last Working Day].

I want to take this opportunity to express my heartfelt gratitude for your exceptional leadership and support during my time here. Your guidance has significantly contributed to my professional and personal growth, and I have learned immensely under your direction.

I appreciate the opportunities for development that you have provided me and the trust you have placed in me. I am proud to have been a part of such an inspiring team.

Thank you once again for everything. I wish [Company's Name] continued success, and I hope to keep in touch.

Sincerely,

[Your Name]