

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[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, typically two weeks from the date above]. This decision was not easy and took a lot of consideration.

As I reflect on my time here, I am truly grateful for the incredible team spirit that we have cultivated together. The support and collaboration from each member of our team have made my experience truly rewarding. I have learned and grown tremendously during my time at [Company Name].

Thank you for the opportunities for professional and personal development that you have provided me. I will always cherish the memories and the friendships that I have made while working with such a talented group of individuals.

I wish [Company Name] continued success, and I hope to keep in touch in the future.

Sincerely,

[Your Name]