

Resignation Letter

Date: [Insert Date]

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. It has been a privilege to work alongside such talented individuals, and I am incredibly proud of what we have accomplished as a team.

During my time here, I have thoroughly enjoyed collaborating with my colleagues on projects such as [Project Name], where we exceeded our goals and created significant impact for our clients. The support and teamwork within our department have not only made my role more fulfilling but have fostered a culture of excellence that I deeply value.

I am grateful for the opportunities for growth and professional development that [Company's Name] has provided me. Thank you for your guidance and support during my tenure. I am looking forward to staying in touch and hope our paths cross again in the future.

Sincerely,
[Your Name]
[Your Job Title]