

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]. This decision was not easy to make, as my time here has been filled with valuable experiences and friendships that I will cherish forever.

I want to take a moment to express my heartfelt gratitude to you and my coworkers for the support, collaboration, and camaraderie that we have shared. The bonds we've formed go beyond just professional interactions, and I will carry those memories with me as I move forward in my career.

Thank you once again for everything. I hope to keep in touch, and I wish you and the team all the best in the future.

Sincerely,

[Your Name]