

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].

As I move on to the next chapter of my career, I want to take a moment to express my heartfelt gratitude for the opportunity to work alongside such an incredible team. The collaboration and support I received during my time here have made a lasting impact on both my professional and personal growth.

Thank you for the guidance and encouragement throughout my tenure. I will cherish the memories and experiences we shared, and I look forward to staying in touch in the future.

Wishing the team continued success. Please let me know how I can assist during the transition.

Sincerely,

[Your Name]