

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]. This decision was not made lightly, as I have greatly enjoyed my time with the team.

As I reflect on my journey with the company, I am filled with pride for what we have accomplished together. From [specific project/achievement] to [another project/achievement], our collective efforts have not only contributed to the growth of the company but have also fostered a collaborative spirit that I deeply value.

I want to express my heartfelt gratitude for the opportunity to work alongside such talented individuals. I will carry the lessons learned and the friendships forged into my future endeavors.

Please let me know how I can assist during the transition. I hope to maintain our relationships and look forward to seeing how [Company's Name] continues to thrive in the future.

Thank you once again for everything.

Sincerely,

[Your Name]