

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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]. This decision has not been easy for me, as I have truly valued the opportunity to work alongside such a talented and dynamic team.

Throughout my time here, I have been constantly inspired by the synergy we have developed within our team. The collaboration and shared vision have not only driven our projects forward but have also made my experience rewarding and fulfilling. The relationships I've built and the team spirit we fostered are aspects I will cherish dearly.

I am committed to ensuring a smooth transition during my remaining time at [Company Name]. Please let me know how I can assist in wrapping up my responsibilities and transferring my knowledge to the team.

Thank you once again for the support and opportunities provided during my tenure. I look forward to staying in touch and hope to see the team continue to excel in the future.

Warm regards,

[Your Name]