

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, typically two weeks from the date above].

I want to express my heartfelt gratitude for the support and opportunities I've received during my time at [Company's Name]. Working under your guidance has been a highly enriching experience, and I truly appreciate the encouragement and mentorship you've provided. Your leadership has inspired me to grow both personally and professionally.

While I am excited about the next chapter in my career, I will always value the experiences and relationships I've built here. I hope to stay in touch and look forward to crossing paths in the future.

Thank you once again for everything.

Sincerely,

[Your Name]