

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision did not come easily, as I have greatly valued my time here.

Reflecting on my journey at [Company Name], I am proud of the milestones we've achieved together. From [specific project or achievement] to [another project], I have grown both personally and professionally alongside this remarkable team. Our collaboration led to [specific result or success], which reaffirmed my belief in the strength of teamwork and shared vision.

I want to express my gratitude for the opportunities I've had during my tenure. The support and mentorship I've received from you and my colleagues have been instrumental in my career development. I truly appreciate the trust placed in me and the inspiring environment that fosters growth and innovation.

As I move forward to pursue new challenges, I will carry fond memories of our accomplishments and the invaluable lessons learned at [Company Name]. I hope to stay in touch and wish the entire team continued success in all future endeavors.

Thank you once again for everything. Please let me know how I can assist during the transition.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]