

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 has not come easily, as my time here has been filled with invaluable experiences and cherished relationships.

Throughout my tenure, I have had the privilege of working alongside dedicated colleagues, and I am truly grateful for the collaborative efforts we have shared. Together, we have achieved remarkable milestones and fostered a positive work environment that I will deeply miss.

Thank you for your guidance and support. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]