

[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]

Subject: Resignation Letter

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]. This decision has not been easy, as my time here has been immensely rewarding.

Throughout my tenure, I have had the privilege of collaborating with talented colleagues on projects that have greatly enhanced my professional development. I am proud of what we have achieved together, particularly [specific project or achievement], which showcased our team's dedication and innovative spirit.

I want to express my sincere gratitude for the support and mentorship I have received during my time at [Company's Name]. I truly appreciate the opportunities provided to me and the collaborative environment that helped nurture my skills.

As I transition to the next chapter of my career, I remain committed to ensuring a smooth handover of my responsibilities. I am more than willing to assist in training my replacement and wrapping up any ongoing projects.

Thank you once again for everything. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]