

# 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]. This decision has not come easily, as I have valued my time here and the collaborative efforts we have shared.

Reflecting on my journey, I am grateful for the support and guidance you have provided. The projects we tackled together taught me invaluable skills and reinforced the importance of teamwork. I appreciate how we strived together to achieve common goals, fostering an environment of creativity and mutual respect.

While I look forward to new challenges, I will carry the memories of our shared accomplishments with me. I hope to maintain our professional relationship and look forward to staying in touch.

Thank you once again for everything. I wish [Company's Name] continued success, and I am excited to see how the team evolves.

Sincerely,

[Your Name]