

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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, typically two weeks from the date above]. This decision was not easy, but after careful consideration, I believe it is the best step for my professional growth.

During my time at [Company's Name], I have had the privilege to develop and hone skills such as [Skill 1], [Skill 2], and [Skill 3]. These experiences have greatly contributed to my professional journey, allowing me to [specific achievement or experience].

I am especially grateful for the support and encouragement I've received from you and the team. I look forward to carrying the knowledge and skills I've gained here into my future endeavors.

I am committed to ensuring a smooth transition and am happy to assist in training my replacement or wrapping up ongoing projects during my remaining time.

Thank you once again for the opportunity to be part of [Company's Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]