

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],

After careful consideration, I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. I want to take this opportunity to express my heartfelt gratitude for the experiences and growth I've gained during my time here.

Continuous education has been a cornerstone of my career progression, and I am immensely thankful for the opportunities to learn and develop my skills at [Company's Name]. The supportive environment and emphasis on professional development have significantly contributed to my journey, enabling me to enhance my knowledge and capabilities.

As I move on to the next chapter of my career, I carry with me the invaluable lessons and insights gained here. I look forward to staying connected and hope to cross paths again in the future.

Thank you once again for your guidance and encouragement throughout my tenure. I wish [Company's Name] continued success.

Sincerely,
[Your Name]