

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 made lightly; my time at [Company's Name] has significantly contributed to my personal and professional growth. The opportunities for organizational learning and the supportive environment fostered by the team have equipped me with invaluable skills and knowledge that I will carry into my future endeavors.

Working alongside you and my colleagues has not only enhanced my capabilities but has also inspired me to pursue new challenges that will further my development. I am truly grateful for the mentorship and support I have received.

Thank you once again for the incredible experience at [Company's Name]. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]