

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

It is with a mixture of gratitude and sadness that I submit my resignation from [Your Position] at [Company Name], effective [Last Working Day]. Over the past [duration], I have had the privilege to contribute to transformative initiatives that have positively impacted our workplace culture and operations.

Participating in [specific initiative or project] has not only enhanced my professional skills but has also reinforced my belief in the importance of [specific value or strategy]. I am proud of our achievements in [mention another activity or change], which I believe has set a strong foundation for future growth.

I am deeply thankful for the opportunities I've had to grow within the company and work alongside such talented individuals. I will always cherish the experiences and relationships I have built here.

As I move on to the next chapter of my career, I look forward to staying connected and I hope to see [Company Name] continue to thrive.

Thank you once again for your support and understanding.

Sincerely,

[Your Name]