

# 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],**

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. This decision comes after careful consideration, and I would like to express my gratitude for the opportunities I have had during my time here.

Throughout my tenure, I have strived to contribute to our learning culture by [specific contributions, e.g., facilitating workshops, initiating team projects, mentoring new employees]. I am proud to have been part of a team that values continuous improvement and collaboration, and it has been rewarding to see the positive impact of our collective efforts.

Thank you for your support and encouragement. I hope to maintain our connection in the future, and I look forward to seeing how [Company's Name] continues to grow and foster a thriving learning environment.

Sincerely,

[Your Name]