

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 was not easy, as I have greatly appreciated the mentorship and training opportunities afforded to me during my time here.

I am grateful for the support and guidance provided by you and the entire team, which has significantly contributed to my professional growth. The experiences and skills I have gained will always be invaluable as I move forward in my career.

Thank you once again for everything. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]