

Example Resignation Letter

Your Name
Your Address
Your Personal Email
Your Phone Number
DATE

Dear **Manager Name**,

Please accept this letter as official notification that I intend to resign from my position as Job **Title at Company Name**, effective **DATE**.

It has been a wonderful experience working for **Company Name** and I have learned a lot throughout my tenure. Of particular interest was insert project here, as I found the experience, collaboration, and knowledge exceptionally valuable.

I am very grateful for the opportunities provided by **Company Name** and management; it has been a period of significant professional and personal growth. Special thanks to Colleague Name for their support and guidance during my time at **Company Name**. They are an excellent colleague and leader and will undoubtedly continue to make significant achievements in their future.

As a show of appreciation, I would like to extend my support to make the transition to my successor as smooth as possible. Please let me know if I can assist in any way during this process.

For any future communication, my contact details can be found above.

Wishing you all the best for the future.

Yours sincerely,
Your Signature
Your Name