

Formal Resignation Letter Sample with Thank You Note to Manager

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Manager's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] with [Company Name], effective [Last Working Day, typically two weeks from the date above]. Please consider this letter as my official notice.

I want to express my sincere gratitude for the opportunities, guidance, and support you have provided me during my time at [Company Name]. Your leadership and encouragement have been invaluable to my professional and personal development. I truly appreciate the chance to work with you and the team.

I will do my best to ensure a smooth transition and complete all outstanding tasks before my departure. Please let me know how I can assist during this process.

Thank you once again for everything. I wish you and the company continued success in the future.

Sincerely,

[Your Name]