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# Formal Resignation Letter to Company

## Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

It is with a heavy heart that I submit my formal resignation from [Your Position] at [Company Name], effective [last working day]. My time here has been a journey filled with challenges, growth, and invaluable experiences.

I cherish the bonds formed and the projects accomplished. As I transition, I'm committed to ensuring the handover is as smooth as possible.

Thank you for the opportunities, mentorship, and trust. I remain optimistic about [Company Name]'s future and will always be a proud alum.

Sincerely,

[Your Name]