# Resignation Letter Template

*SUBJECT: [Your Name]’s Resignation Letter*

*Dear [Manager Name],*

 *Thank you for speaking with me today. I’ve really appreciated these past [Number of] years at [Company]. I wanted to inform you that my last day of work at [Company] will be on [Date].*

 *During my time here, I’ve gained valuable skills, experience, and connections. I’m grateful for the opportunity to hone my [Skill set], grow as a/an [Job Title] professional, and contribute to the company.*

 *Before I leave, I’ll ensure that all my projects are completed as much as possible. As I mentioned when we spoke, I’m happy to assist in the handover to my replacement.*

*All the best,*

*[Your signature]*

*[Your printed name and contact information]*