

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at YNC, effective [Last Working Day, typically two weeks from the date above].

I want to take this opportunity to express my gratitude for the experiences and opportunities I have had while working at YNC. The support from the team and the leadership has been invaluable, and I am truly appreciative of the collaborative spirit and innovative culture that defines our workplace.

Working under your guidance has been a highlight of my professional career, and I have learned so much from my colleagues. I can confidently say that my time here has significantly contributed to my personal and professional growth. I will always cherish the relationships I've built and the lessons I've learned.

Please let me know how I can assist during this transition period. I am committed to ensuring a smooth handover of my responsibilities and will do everything possible to support my team.

Thank you once again for everything. I look forward to staying in touch and wish YNC continued success in the future.

Warmest regards,

[Your Name]