**Grateful Resignation Letter Template:**

[Your Name]

[Your Address]

[City, State, Post Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Manager’s Name]

[Company Name]

[Company Address]

[City, State, Post Code]

Dear [Manager’s Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. I am deeply grateful for the experiences and opportunities I've had during my time here.

I want to express my appreciation for the support and guidance provided by you and the entire team. It has been a pleasure working with such talented individuals.

Please let me know how I can assist during the transition period to ensure a seamless handover of my responsibilities.

Thank you once again for everything.

Best regards, [Your Name]

*\*Feel free to adjust to fit your company's tone and policies.*