

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision was not easy and took a lot of consideration. I am grateful for the opportunity to work with such a talented team and to have been part of the exciting projects that [Company Name] undertakes.

I will ensure a smooth transition by completing my current projects and assisting with the handover of my responsibilities. Please let me know how I can help during this transition.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch and wish you and the team continued success.

Sincerely,

[Your Name]