

Employee Resignation Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision was not easy, and it took a lot of consideration. Working at [Company's Name] has been a wonderful experience, and I am grateful for the opportunities provided to me during my time here.

I will do everything possible to ensure a smooth transition and will assist in training my replacement if needed.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch, and I look forward to seeing how the company continues to grow in the future.

Sincerely,

[Your Name]