

# Resignation Letter

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 [Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been a great pleasure working with you and the team. I have learned a lot during my time here, and I truly appreciate the opportunities for personal and professional growth you have provided me.

Please let me know how I can help during the transition period. I hope to stay in touch, and I look forward to crossing paths in the future.

Thank you once again for everything.

Warm regards,  
[Your Name]