

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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].

I want to express my gratitude for the opportunities I have received during my time at [Company's Name]. I have learned a great deal and have enjoyed working with you and the team.

I will ensure a smooth transition and will complete my current responsibilities before my departure. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish you and the team continued success.

Sincerely,

[Your Name]