

Resignation Letter

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].

Thank you for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have enjoyed working with the team and contributing to the projects.

Please let me know how I can assist during this transition. I hope to maintain our relationship in the future.

Sincerely,

[Your Name]