

# 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].

This decision was difficult to make, but after careful consideration, I believe it is the right choice for my career and personal growth. I am grateful for the opportunities I have had while working with the team and appreciate your support during my time here.

Please let me know how I can assist during the transition period. I hope to make this process as smooth as possible.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]