

Formal Resignation Notice

[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 announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one and took a lot of consideration. However, I have decided to pursue [briefly explain reason, e.g., another opportunity, personal reasons, etc.].

I am grateful for the opportunities and experiences that I have gained while being part of [Company's Name] and I appreciate the support provided to me during my tenure.

Please let me know how I can assist during the transition period. I hope to maintain a positive relationship moving forward.

Thank you once again for everything.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]