

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].

I am grateful for the opportunities I have had during my time at [Company Name] and appreciate the support and guidance I have received from you and my colleagues.

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

Thank you for everything.

Sincerely,
[Your Name]