

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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].

This decision was not made lightly, as I have truly enjoyed working with you and the team. I appreciate the opportunities for professional and personal development that I have received during my time at [Company's Name].

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities. Please let me know how I can be of assistance during this period.

Thank you once again for the support and guidance during my tenure. I wish you and the company continued success in the future.

Sincerely,

[Your Name]