

# Resignation Letter

**Your Name**

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

Date: [Insert 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 as Cybersecurity Specialist at [Company Name], effective two weeks from today, [Last Working Day].

Thank you for the opportunities for professional and personal development that you have provided during my time at [Company Name]. I have enjoyed working with the team and appreciate the support I have received.

As I transition to the next stage of my career, I will ensure that my responsibilities are wrapped up and that I provide proper handover to ensure a smooth transition.

Thank you once again. I look forward to staying in touch, and I wish [Company Name] continued success.

Sincerely,

[Your Name]