

Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position as Data Analyst at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

It has been a pleasure working with you and the team. I have learned a lot and appreciate the opportunities for personal and professional development. I am grateful for the support and guidance provided during my time here.

During my remaining time, I will do my best to ensure a smooth transition. I am happy to assist in training my replacement or handing off my responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]

[Your Contact Information]