

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 as IT Project Manager at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a great pleasure working with you and the team. I have greatly appreciated the opportunities to grow professionally and personally during my time here.

Thank you for your support and guidance. I hope to stay in touch as I move forward in my career.

Sincerely,

[Your Name]