

# 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 announce my resignation from my position as Product Manager at [Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure working with such a talented team on exciting products. I am grateful for the opportunities to grow and contribute to [specific project or achievement].

Please let me know how I can assist during the transition and I hope to keep in touch.

Thank you for your support and guidance during my time at [Company Name].

Sincerely,

[Your Name]