

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 a Software Engineer at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a great experience working with the team and contributing to various projects. I appreciate the opportunities for professional and personal growth during my time here.

I will ensure a smooth transition and assist in handing off my responsibilities before my departure.

Thank you for your guidance and support.

Sincerely,

[Your Name]