

Resignation Letter

[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

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

It has been a great opportunity to work with an outstanding team and contribute to various projects. I appreciate the support and guidance I have received throughout my tenure.

I am committed to ensuring a smooth transition and will assist in handing over my responsibilities before my departure.

Thank you for the opportunities and experiences that I have gained during my time at [Company's Name]. I hope to stay in touch, and I wish the company continued success.

Sincerely,
[Your Name]