

Resignation Letter

John Doe
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Date: October 1, 2023

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position as Technical Support Specialist at [Company Name], effective two weeks from today, [Last Working Day].

It has been a pleasure working with you and the team. I have learned a great deal during my time here and appreciate the opportunities for personal and professional growth that were provided to me.

During the transition, I am willing to assist in any way to ensure a successful handover of my responsibilities.

Thank you once again for the opportunity. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,
John Doe