

Resignation Letter

[Your Name]

[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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration of my personal circumstances.

I sincerely appreciate the opportunities I have had during my time at [Company's Name]. I am grateful for the support and guidance provided by you and the team.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities before my departure.

Thank you once again for the journey. I hope to stay in touch in the future.

Yours sincerely,

[Your Name]