

Resignation Letter

Date: [Insert Date]

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

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I've had at [Company Name] and the support from you and my colleagues during my time here.

I will do everything possible to ensure a smooth transition, including training my replacement and completing ongoing projects.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to keep in touch in the future.

Sincerely,

[Your Name]
[Your Job Title]
[Your Contact Information]