

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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]. However, I would like to offer an extended notice period of [number of weeks/months] to ensure a smooth transition and completion of my ongoing projects.

During this time, I am committed to completing my current responsibilities and will assist in training my replacement if needed. I value the time I spent at [Company's Name] and appreciate the opportunities I have been given.

Thank you for your understanding. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]