

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 now]. However, in order to ensure a smooth transition, I would like to offer to extend my notice period by [Additional Time Frame, e.g. "one month"] to assist in training my successor and to wrap up my current projects.

During this time, I am committed to ensuring that all my responsibilities are transitioned effectively, and I will be available to support my team in any way necessary to facilitate this process.

I want to express my gratitude for the opportunities I have had at [Company's Name]. It has been a pleasure working with such a talented team and contributing to our shared goals.

Thank you for your understanding. I look forward to discussing how I can help during this transition.

Sincerely,

[Your Name]