

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 date above].

Having recently wrapped up the [specific project or task], I feel it's the right time for me to transition to new opportunities. I want to express my gratitude for the support and opportunities I received while being part of this amazing team.

During my notice period, I will ensure a smooth handover of my responsibilities and assist in any way possible to facilitate the transition.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]