

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 the date above].

With the successful completion of [Project Name], I believe this is an ideal time for me to transition to the next chapter of my career. I am proud of what we've accomplished as a team and am grateful for the opportunities for growth and development I have experienced here.

I will ensure a smooth transition by assisting in the handover of my responsibilities. Please let me know how I can help during this period.

Thank you for your support and guidance during my time at [Company's Name]. I wish the company continued success in the future.

Sincerely,

[Your Name]