

[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]

## **Subject: Resignation Letter**

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].

This decision was not easy and took a lot of consideration. However, due to personal reasons, I believe it is in my best interest to step down at this time.

I am grateful for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance you and the team have provided, and I will carry the experiences I gained with me throughout my career.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively in the coming weeks.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]