

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 as [Your Position] on the [Project Name] project, effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. However, I believe it is in my best interest to focus on new opportunities.

I am grateful for the opportunity to work on this project and appreciate the support and guidance provided during my time here. I have enjoyed my role and appreciate the chance to contribute to the team.

I will do my best to ensure a smooth transition over the next [mention the notice period] and will complete all ongoing tasks to the best of my ability.

Thank you again for the opportunity. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]