

# 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]

## **Subject: Resignation Notice**

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 did not come easily, and I have given it a lot of thought. I am grateful for the opportunities I have received during my time at [Company's Name]. I appreciate the support and encouragement I've been given, and I have learned so much from my experiences here.

In order to maintain a positive relationship going forward, I would like to offer my assistance during the transition period. I am committed to finishing my current projects and will ensure a smooth handover of my responsibilities.

Furthermore, I hope to keep the lines of communication open after my departure. I value the professional relationships I've developed and would like to stay in touch. Please feel free to reach out to me at [Your Email] or [Your Phone Number].

Thank you once again for the opportunities and guidance you have provided. I look forward to keeping in contact.

Sincerely,

[Your Name]