

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as Lab Technician in the research department at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with a talented team and participate in important research projects. This decision was not easy and took a lot of consideration.

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

Sincerely,

[Your Name]