

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Having had the opportunity to achieve several key targets, I feel confident that I have made a meaningful contribution to our team and the company. I have learned a great deal during my time here and appreciate the support you and the team have provided.

Thank you for the opportunities for personal and professional growth that you have provided me. I am looking forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]