

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 announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure to work with you and the team, and I appreciate the opportunities for personal and professional development that I have received during my time at [Company's Name].

To ensure a smooth transition, I would like to offer my assistance in training my replacement and handing over my responsibilities. I have prepared a transition plan outlining my current projects, key contacts, and any outstanding tasks to make the process as seamless as possible.

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

Sincerely,

[Your Name]