

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, and I am truly grateful for the opportunities and support I have received during my time here.

To ensure a smooth transition, I am committed to training my replacement and documenting my current responsibilities. I will do everything I can to assist in the handover process and provide guidance to ensure continued success for the team.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish you and the company all the best in the future.

Sincerely,

[Your Name]