

[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 was not easy, and it comes after much consideration of my career goals and personal aspirations.

I am committed to ensuring a smooth transition and will do everything I can to facilitate the handover of my responsibilities. I am more than willing to assist in training my replacement and providing documentation or resources needed to make this transition seamless for the team.

I want to express my gratitude for the opportunities I have had at [Company's Name]. It has been a pleasure working with you and the team, and I am proud of what we've accomplished together.

Thank you once again for your understanding and support. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]