

[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 Letter

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].

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support from you and my colleagues.

To ensure a smooth transition, I am more than willing to assist in the handover of my responsibilities. I can help train my replacement, complete any outstanding projects, and provide detailed documentation of my current tasks.

Thank you once again for the invaluable experience and support. I look forward to staying in touch and I hope to cross paths in the future.

Sincerely,

[Your Name]