

Resignation Letter

Date: [Insert Date]

To: [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 easy, and required a lot of thought. I am truly grateful for the opportunities I have received during my time here and for the support from you and my colleagues. Working at [Company's Name] has been an invaluable experience.

In order to ensure a smooth transition, I would be more than happy to assist in training my replacement and handing over my responsibilities during my remaining time. Please let me know how I can help make this transition as seamless as possible.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]