

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I have enjoyed working at [Company Name] and I am grateful for the opportunities provided to me. I appreciate the professional development and support I received from you and my colleagues.

To ensure a smooth transition, I am more than willing to assist in training my replacement during my remaining time here. Please let me know how I can help make the process easier for the team.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]