

Resignation Letter

[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]

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 consideration.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with the team and contributing to the projects we undertook.

In order to ensure a smooth transition, I am more than willing to assist in training my replacement and transferring my responsibilities. Please let me know how I can help during this transition period.

Thank you once again for the support and guidance throughout my tenure at [Company's Name]. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]