

# Resignation Notification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally notify you of my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter]. I have decided to take a career break to pursue [briefly mention reason, e.g., personal interests, travel, further education, etc.].

I want to express my gratitude for the opportunities I have had during my time at [Company Name]. It has been a pleasure working with you and the team.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for your understanding and support. I look forward to staying in touch and hopefully returning in the future.

Sincerely,

[Your Name]