

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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].

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company Name]. It has been a pleasure working with you and the team.

I will do my best to ensure a smooth transition and complete my duties before my departure. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]