

# 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].

During my time at [Company's Name], I have greatly appreciated the opportunities for professional and personal growth. I believe in the importance of ongoing training and development, and I am committed to supporting any initiatives during my transition.

I am more than willing to assist in training my replacement or providing guidance to team members to ensure a smooth handover of my responsibilities. I want to make certain that the ongoing projects continue to thrive without interruption.

Thank you for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I look forward to seeing the continued success of the team.

Sincerely,  
[Your Name]