

# Resignation Letter

Date: [Insert Date]

To: [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]. This decision was not easy, and I have enjoyed working with the team and contributing to our projects.

During my remaining time here, I am fully committed to ensuring a smooth transition. I would be more than happy to mentor my replacement and assist in their training to facilitate a seamless handover of my responsibilities. Please let me know how I can best support this process.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company Name]. I appreciate the support I have received and hope to stay in touch.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]