

[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]

Subject: Resignation Notice

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].

It has been a valuable experience working with the team, and I am incredibly grateful for the opportunities I have had to grow and develop my skills during my time here.

To ensure a smooth transition, I am committed to finalizing my training responsibilities and will do my utmost to assist in the handover process during my remaining time. I am happy to train my successor and provide any necessary support to the team.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]