

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

I want to assure you that I intend to complete all training duties and responsibilities during my remaining time here. I am committed to ensuring a smooth transition and will do everything I can to support my colleagues and the team.

Thank you for the opportunities for personal and professional development that you have provided during my time at [Company's Name]. I have greatly enjoyed working with you and the team.

Best regards,

[Your Name]