

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [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].

During my remaining time, I am committed to completing my ongoing training sessions and ensuring a smooth transition of my responsibilities. I will do everything possible to wrap up my projects and assist in training my replacement.

I have enjoyed working at [Company Name] and am grateful for the opportunities to grow and develop professionally. Thank you for your support and understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]