

[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 Letter**

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 date above].

In accordance with my training agreements, I wish to assure you that I will honor all commitments and provide complete support during the transition period. I am committed to ensuring that my responsibilities are handed over smoothly to my successor.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I have truly enjoyed working with the team and appreciate the support I have received. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]