

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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].

It has been a privilege to work alongside such a talented team, and I am grateful for the opportunities provided to me during my time here. I want to ensure a smooth transition and would like to offer my assistance in finalizing any remaining training projects before my departure.

If there is anything specific you would like me to focus on or any handover documentation you need, please let me know. I am committed to leaving my responsibilities in the best possible condition.

Thank you once again for the support and guidance throughout my tenure. I hope to stay in touch.

Sincerely,

[Your Name]