

# 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]. This decision was not easy and involved considerable thought and reflection.

To ensure a smooth transition, I am more than willing to assist in training my replacement or handing over my responsibilities to ensure that all ongoing projects are in good order. Please let me know how I can be of help during this period.

I have greatly enjoyed my time at [Company's Name] and am thankful for the opportunities to grow both personally and professionally. I have learned a lot and will always value the experiences I've had here.

Please feel free to reach out if you need any further assistance or guidance in the coming weeks. I hope to make this transition as seamless as possible for the team.

Thank you for your understanding.

Sincerely,

[Your Name]