

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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]. I appreciate the opportunities I have had to grow professionally during my time here.

As I transition to the next stage of my career, I would like to express my gratitude for the support and guidance you and my colleagues have provided. I believe that I have met the requisite professional qualifications during my tenure, which has prepared me for this next chapter.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties before my departure.

Thank you once again for the opportunity to be part of [Company Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]