

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company's Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position as Account Manager at [Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to work with such a talented team and to contribute to the success of our clients. I am grateful for the opportunities for professional and personal development during my time with the company.

I will ensure a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you for your support and understanding. I hope to stay in touch in the future.

Sincerely,
Your Name