

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 as Help Desk Technician at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Thank you for the opportunity to be a part of [Company's Name]. I have enjoyed working with the team and appreciate the support during my tenure.

I will do my best to ensure a smooth transition before my departure. Please let me know how I can assist during this period.

Sincerely,

[Your Name]