

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 [Your Job Title] in the [Department Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to [briefly explain reason if desired, such as pursue a new opportunity, focus on personal goals, etc.]. It has been a pleasure working alongside such talented individuals, and I am grateful for the opportunities for professional and personal development that you have provided during my time here.

I am committed to ensuring a smooth transition and will assist in any way I can over the next few weeks. Please let me know how I can help during this period.

Thank you once again for your support and understanding. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]