

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 as Project Lead 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 projects. I am grateful for the opportunities and support I have received during my time here.

I will do everything I can to ensure a smooth transition and will complete any outstanding tasks before my departure.

Thank you once again for the opportunity. I hope to stay in touch in the future.

Sincerely,

[Your Name]