

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

It has been a pleasure working at [Company's Name] and I am grateful for the opportunities I have had to grow and develop professionally during my time here.

I appreciate all the support and guidance from you and my colleagues. I will ensure a smooth transition and help in training my replacement, if needed.

Thank you once again for everything. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]