

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

It has been a pleasure working with you and the team, and I appreciate all the opportunities I have had during my time at [Company's Name].

Transition Checklist

- Complete outstanding projects and hand over responsibilities.
- Document ongoing tasks and share relevant information with the team.
- Prepare a summary of important contacts and resources.
- Ensure all company property is returned, including [list specific items].
- Assist in training my replacement, if available.
- Conduct exit interview with HR.

Thank you for your understanding. I look forward to staying in touch.

Sincerely,

[Your Name]