

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].

To ensure a smooth transition, I would like to provide a timeline for task delegation:

- **[Task 1]:** [Delegate to Name] - [Completion Date]
- **[Task 2]:** [Delegate to Name] - [Completion Date]
- **[Task 3]:** [Delegate to Name] - [Completion Date]

I will ensure that all my responsibilities are up to date before my departure, and I am more than willing to assist during the transition period. Thank you for the opportunities for personal and professional growth that you have provided me during my time at [Company's Name].

Sincerely,

[Your Name]