

[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 at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and took a lot of consideration.

To ensure a smooth transition, I have outlined a detailed handover plan below:

Handover Plan

1. **Current Projects:**
 - Project A - Status: [Brief Status Description], Next Steps: [Next Steps].
 - Project B - Status: [Brief Status Description], Next Steps: [Next Steps].
2. **Key Responsibilities:**
 - Task 1: [Description of Task, Responsible Person for Handover]
 - Task 2: [Description of Task, Responsible Person for Handover]
3. **Documentation:** [List any important documents that need to be transferred and their locations]
4. **Contacts:** [Important internal/external contacts that require handover]

During my remaining time, I am committed to completing my current tasks and ensuring that all relevant information is documented and shared with the appropriate team members.

Thank you for the support and opportunities for professional development that you have provided during my time at [Company Name]. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Name]