

[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]

Subject: Resignation Notice

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].

As I prepare to transition out of my role, I want to ensure a smooth redistribution of my responsibilities. Here is an outline of my current tasks and suggested team members to whom they may be reassigned:

- **Task 1:** [Brief description] - Suggested replacement: [Name]
- **Task 2:** [Brief description] - Suggested replacement: [Name]
- **Task 3:** [Brief description] - Suggested replacement: [Name]

I am committed to ensuring a smooth handover and will do everything I can to facilitate the transition over the next [notice period duration]. Please let me know how I can assist during this time.

Thank you for the opportunities for personal and professional growth that you have provided me during my time at [Company's Name]. I appreciate your support and understanding.

Best regards,

[Your Name]