

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]

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].

I have greatly appreciated the opportunities to grow and the support from you and my colleagues during my time here.

To ensure a smooth transition, I am willing to assist in training my replacement or handing off my responsibilities over the upcoming weeks. If you have any questions or need further assistance, please feel free to reach out to me at [Your Interim Contact Information].

Thank you once again for your understanding and support. I wish you and the team continued success.

Sincerely,

[Your Name]