

Resignation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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]. This decision was not made lightly, and I have greatly appreciated the opportunities for personal and professional development during my time here.

As I transition out of my role, I want to ensure a smooth handover of my responsibilities, particularly regarding key projects:

- **[Project Name 1]:** [Brief description of the project status and next steps]
- **[Project Name 2]:** [Brief description of the project status and next steps]
- **[Project Name 3]:** [Brief description of the project status and next steps]

I am committed to assisting in the transition process and will be available to train my successor and provide any necessary information regarding these projects.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the team continued success in the future.

Sincerely,

[Your Name]