

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, typically two weeks from the date above].

To ensure a smooth transition, I am committed to providing a phased transition schedule as follows:

- **Week 1:** Complete ongoing projects and present updates to the team.
- **Week 2:** Assist in training my replacement and hand over responsibilities.
- **Final Days:** Ensure all documentation and accounts are up to date and available for review.

I appreciate the opportunities I've had during my time at [Company's Name], and I am grateful for the support from you and my colleagues. I look forward to staying in touch.

Thank you for your understanding.

Sincerely,

[Your Name]