

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation Letter

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].

I have greatly enjoyed my time at [Company Name] and am grateful for the opportunities for personal and professional development. I appreciate the chance to work with such a talented team and will cherish the experiences I've gained.

During the next [notice period], I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process.

Thank you once again for the support and guidance I have received during my tenure at [Company Name]. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]