

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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].

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I've had to contribute to various projects and for the support from my colleagues. It has been a pleasure to work alongside a talented team and to be part of the creative process.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you once again for the opportunities for growth and development during my time at [Company Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]