

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Library Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure working here, and I have greatly appreciated the opportunities to grow and connect with both colleagues and community members. However, I have decided to pursue other opportunities that will allow me to further develop my career.

Thank you for your support and guidance during my time at the library. I wish you and the team continued success.

Sincerely,

[Your Name]