

Resignation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[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 as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, and it took a lot of consideration. I am grateful for the opportunity to have been a part of [Company's Name] and to have worked alongside such a talented team. I appreciate the support and guidance you have provided during my time here.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. I am happy to assist in training my replacement and will complete all outstanding tasks.

Thank you once again for the invaluable experience. I hope to keep in touch, and I look forward to staying connected in the future.

Sincerely,

[Your Name]