

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

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

Thank you for the opportunity to be a part of such a talented team. I have greatly enjoyed my time working here and appreciate the support provided to me during my tenure.

I am committed to ensuring a smooth transition and would be happy to assist in training my replacement or wrapping up my current projects.

Thank you once again for the opportunity. I look forward to staying in touch, and I wish the team all the best for the future.

Sincerely,

[Your Name]