

[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]

## **Subject: Resignation Letter**

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's 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 have had to work alongside such a talented team and to contribute to the projects we have undertaken.

I will do my utmost to ensure a smooth transition and will be happy to assist in the handover process during my remaining time here.

Thank you once again for the support and guidance during my tenure at [Company's Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]