

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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].

It has been a pleasure working with you and the team. I appreciate the opportunities for professional and personal development that I have received during my time here.

Please let me know how I can assist during the transition period. I hope to stay in touch in the future.

Thank you once again for everything.

Sincerely,

[Your Name]