

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 hope this message finds you well. 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 made lightly, and I am truly grateful for the opportunities I have received during my time at [Company's Name]. I have enjoyed working with you and the team, and I will always cherish the experiences and skills I have gained.

I am committed to ensuring a smooth transition and will gladly assist in the handover of my responsibilities during my remaining time.

Thank you once again for all the support and guidance. I hope to keep in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]