

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 Notice

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 was not an easy decision to make. I have enjoyed working at [Company's Name] and am grateful for the opportunities to grow professionally and personally during my time here.

I will do everything in my power to ensure a smooth transition. Please let me know how I can help during this period.

Thank you for your understanding and support. I hope to keep in touch in the future.

Sincerely,

[Your Name]