

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Department Name]

[Organization Name]

[Office Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] with [Organization Name], effective [Last Working Day]. My temporary assignment is now complete, and I have decided to pursue other opportunities.

I would like to express my gratitude for the support and opportunities provided during my tenure. I have gained valuable experience and developed meaningful relationships that I will cherish.

I am committed to ensuring a smooth transition and will do my best to complete any pending tasks before my departure.

Thank you once again for the opportunity to be a part of [Organization Name]. I hope to stay in touch and wish the organization continued success.

Sincerely,

[Your Name]