

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

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 two weeks from today, [Last Working Day]. This decision was not easy and took a lot of consideration.

I have appreciated the opportunities for professional and personal development during my time at [Company Name]. I am grateful for your guidance and support, and I wish to maintain positive relationships moving forward.

Please let me know how I can assist during the transition. I hope to make this process as smooth as possible.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch.

Sincerely,
[Your Name]