

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my heartfelt gratitude for the opportunities I have been given during my time at [Company Name]. It has been a privilege to work alongside such a talented team and to contribute to the company's success. I am genuinely thankful for the support, guidance, and encouragement you have provided me throughout my tenure.

Please let me know how I can assist during the transition. I am committed to ensuring a smooth handover and will do everything possible to facilitate this process.

Thank you once again for everything. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]