

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

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 decision has not been easy and comes after careful consideration of my personal circumstances.

I have greatly appreciated the opportunities I have been given during my time at [Company's Name] and I am thankful for the support and guidance you have provided. It has been a pleasure working with such a talented team.

I will do my utmost to ensure a smooth transition and will complete all outstanding work before my departure. Please let me know how I can assist during this period.

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

Sincerely,

[Your Name]