

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
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 [Last Working Day, typically two weeks from the date above].

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company Name]. I have learned a lot and truly appreciate your guidance and support.

Please let me know how I can assist during the transition. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,
[Your Name]