

Resignation Letter

Date: [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]

Subject: Resignation Notice

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 comes after careful consideration and aligns with my post-contract obligations.

During the notice period, I am fully committed to ensuring a smooth transition. I will complete all outstanding tasks and assist in the handover process as needed.

I appreciate the opportunities I've had during my time at [Company's Name] and thank you for your support and guidance.

Sincerely,

[Your Name]