

# 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 comes after the successful completion of my contract obligations.

I am grateful for the opportunities I have had during my time at [Company's Name] and for the valuable experiences I have gained. I appreciate the support from you and my colleagues, which has contributed to my professional growth.

I will ensure a smooth transition and will complete any outstanding tasks before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]