

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I have had while working here and for the support from you and my colleagues.

I will do my best to ensure a smooth transition and will assist in training my replacement if needed.

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

Sincerely,

[Your Name]