

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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 as [Your Position] at [Company's Name], effective [Last Working Day].

I appreciate the opportunities I have been given during my time here and the support I have received from you and my colleagues. I have enjoyed working here and am grateful for the experiences I've gained.

Please let me know how I can assist in the transition process over the next [notice period duration]. Thank you once again for everything.

Sincerely,
[Your Name]