

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 hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration following my recent personal leave.

It has been a privilege to be a part of [Company Name], and I am grateful for the opportunities for professional and personal development that I have received here. I appreciate the support and understanding from you and the team during my time away.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure. Please let me know how I can assist during this period.

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

Sincerely,

[Your Name]