

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 Head of Department at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to work alongside such a talented team and to contribute to our shared goals during my time here. I am grateful for the opportunities for professional and personal development that you have provided me.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you for your understanding, and I hope to stay in touch in the future.

Sincerely,

[Your Name]