

# 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 as Project Lead, effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and involved a lot of consideration. However, I believe it is time for me to pursue new opportunities and challenges.

I am committed to ensuring a smooth transition and will do my best to wrap up my current projects and train my replacement if necessary.

Thank you for the support and opportunities you have provided me during my time with [Company's Name]. I have greatly enjoyed working with the team and will cherish the experiences I've gained.

Sincerely,

[Your Name]