

# 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 [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

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

In the coming weeks, I am committed to ensuring a smooth transition and will do everything I can to assist in handing over my responsibilities.

Thank you once again for the support and encouragement during my tenure. I look forward to staying in touch.

Sincerely,

[Your Name]