

# Resignation Letter

Date: [Insert Date]

[Manager's Name]

[Hotel/Restaurant Name]

[Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Hotel/Restaurant Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure working with you and the team, and I am grateful for the opportunities for personal and professional growth during my time here.

I will do my best to ensure a smooth transition in the coming weeks and will assist in training my replacement if needed.

Thank you once again for everything. I hope to stay in touch, and I wish [Hotel/Restaurant Name] continued success in the future.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]