

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Hotel/Restaurant Name]

[Hotel/Restaurant Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

It has been a pleasure working with the team and serving our guests during my time here. I appreciate the opportunities I have had to grow professionally and personally in this environment.

I am committed to making this transition as smooth as possible and will do my best to hand over my responsibilities effectively. Please let me know how I can help during this period.

Thank you once again for the support and guidance. I look forward to staying in touch.

Sincerely,

[Your Name]