

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

It has been a pleasure to work with you and the team. I am grateful for the opportunities for professional and personal development during my time here.

Please let me know how I can assist during the transitional period. I hope to maintain our professional relationship in the future.

Thank you for your understanding.

Sincerely,

[Your Name]