

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

I have thoroughly enjoyed working at [Company's Name] and am grateful for the opportunities for professional and personal development that have been provided to me. I appreciate your guidance and support during my time here.

To ensure a smooth transition, I am more than willing to assist in training my replacement or providing any necessary documentation. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I look forward to seeing how the company continues to grow and succeed.

Sincerely,

[Your Name]