

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

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

Working with you and the team has been a valuable experience, and I am grateful for the opportunities I have had to grow professionally during my time here.

I will ensure a smooth transition by completing my current projects and assisting in any way necessary over the next two weeks. Please let me know how I can help during this period.

Thank you for your support and understanding. I hope to keep in touch moving forward.

Sincerely,
[Your Name]