

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 a Web Developer at [Company Name], effective [Last Working Day, typically two weeks from the date above].

Working at [Company Name] has been a valuable and enjoyable experience. I appreciate the opportunities for professional growth and the support provided by my colleagues and management. I am grateful for the projects I have worked on and the skills I have developed during my time here.

I will do my best to ensure a smooth transition and complete any outstanding tasks before my departure. Please let me know how I can help during this period.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch.

Sincerely,
[Your Name]