

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]

Subject: Resignation Notification

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].

It has been a pleasure working with you and the team. I appreciate the opportunities for professional and personal development that you have provided me during my time here.

Thank you for your understanding. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]