

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].

It has been a great pleasure working at [Company's Name]. I appreciate the opportunities for personal and professional development during my time here. I have learned a lot and enjoyed being part of the team.

Please let me know how I can assist during the transition period. I hope to make this process as smooth as possible.

Thank you once again for the support and guidance during my tenure. I look forward to keeping in touch.

Sincerely,

[Your Name]