

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, and it took a lot of consideration.

I appreciate the opportunities I've had at [Company's Name] and the support from my colleagues and management. I have enjoyed working here, and I am grateful for the experiences I've gained.

During my notice period, I am committed to ensuring a smooth transition and will assist in training my replacement if needed.

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

Sincerely,

[Your Name]