

# 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 at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as a result of my plans for international travel, which will prevent me from fulfilling my responsibilities to the best of my ability.

It has been a privilege to work with such a talented team, and I value the opportunities I have had to contribute to our projects. I appreciate the support and guidance you and my colleagues have provided during my time here.

I am committed to ensuring a smooth transition and will do everything I can to complete my current tasks and assist in training my replacement during my notice period.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]