

# 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 Sales Representative at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to be a part of such a dynamic team and to contribute to the success of the company over the past [Duration of Employment]. I am proud of the milestones we achieved and the strong relationships I built with both clients and colleagues.

Thank you for the guidance and support you provided during my time here. I hope to maintain our professional relationship and stay in touch in the future.

Please let me know how I can assist during the transition period.

Sincerely,

Your Name