

[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]

Subject: Resignation Letter

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 comes after careful consideration of my personal circumstances.

It has been a privilege to work with such a talented team and to contribute to our projects. I truly appreciate the support and opportunities I've had during my time here.

I am committed to ensuring a smooth transition and am happy to assist in training my replacement or handing over my responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch in the future.

Sincerely,

[Your Name]