

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

I am grateful for the opportunities for personal and professional growth that I have experienced at [Company's Name]. I hope to stay in touch and wish you all continued success in the future.

Thank you once again for your understanding.

Sincerely,

[Your Name]