

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company 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 was not an easy decision for me to make, but I believe it is in my best interest at this time. I am incredibly grateful for the opportunities I have had at [Company Name] and for your support during my tenure.

To ensure a smooth transition, I am more than willing to assist in training my replacement and handing off my responsibilities. Please let me know how I can help during this process.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]