

# 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 interim position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and required a lot of consideration. However, I believe it is in the best interest of my professional growth and personal goals.

I appreciate the opportunities I have had during my time in this role and thank you for your guidance and support.

Please let me know how I can assist during the transition. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]