

Resignation Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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]. This decision comes as a result of the recent changes within the workforce that have prompted me to reevaluate my career path.

I want to express my gratitude for the opportunities I have had while being a part of [Company's Name]. I have learned and grown tremendously during my time here, and I appreciate the support and encouragement I have received from you and the team.

I am committed to ensuring a smooth transition and will do everything possible to pass on my responsibilities adequately before my departure. Please let me know how I can assist during this time.

Thank you once again for the invaluable experiences and support. I look forward to staying in touch, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]