

Resignation Letter

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 as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities for professional and personal development that have been provided to me during my time at [Company's Name]. I have enjoyed working with my colleagues and the support I have received from the HR team.

Please let me know how I can help during the transition. I hope to leave my responsibilities in a good place for my successor.

Thank you once again for the opportunity. I hope to keep in touch in the future.

Sincerely,

[Your Name]