

# Resignation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

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

It has been a pleasure working with you and the team. I appreciate the opportunities for personal and professional growth.

Please let me know how I can assist during the transition. I hope to keep in touch in the future.

Thank you for your understanding.

Sincerely,

[Your Name]