

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

It has been a privilege to work with the talented team at [Company's Name], and I am grateful for the opportunities I have had to grow professionally and personally during my time here.

Thank you for your support and understanding. I look forward to staying in touch in the future.

Sincerely,

[Your Name]