

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

This decision was not made lightly, and I am grateful for the opportunities I have had while working at [Company's Name]. I appreciate the support and guidance from you and my colleagues. It has been a privilege to be part of such a dedicated team.

I am committed to ensuring a smooth transition and will do everything necessary to hand over my responsibilities effectively during my remaining time.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]