

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure working with you and the entire team. I appreciate the opportunities I have had to grow both personally and professionally during my time here.

Thank you for your support and understanding. I wish the team continued success in the future.

Sincerely,

[Your Name]