

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes amid redundancy concerns and after careful consideration of my career path and future opportunities.

I have greatly appreciated the opportunities for personal and professional development you have provided me during my time at [Company Name]. I am particularly grateful for [mention any specific experiences or projects].

As I transition to the next chapter in my career, I am committed to ensuring a smooth handover of my responsibilities. I am happy to assist in training my successor or completing any outstanding projects during my remaining time.

I hope to maintain a positive relationship moving forward, and I look forward to staying in touch. Thank you once again for your support and understanding.

Sincerely,

[Your Name]