

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

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

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I've had during my time at [Company's Name] and the support you've provided.

To help with the transition, I am more than willing to assist in training my replacement and ensuring all my responsibilities are up to date before my departure. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish you and the team continued success.

Sincerely,

[Your Name]