

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 due to personal reasons that I must attend to.

I am grateful for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I appreciate your support and guidance and hope to keep in touch in the future.

Please let me know how I can help during the transition. I am committed to making the process as smooth as possible.

Thank you once again for the opportunity. I wish you and the company all the best in the future.

Sincerely,

[Your Name]