

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

It has been a privilege to work with such a talented team and to contribute to [Company's Name]. I appreciate the opportunities I have had to develop my skills and grow professionally during my time here.

During the next [notice period, e.g., two weeks], I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively.

Thank you once again for the support and guidance during my time at [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]