

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

This was not an easy decision to make, as I have greatly enjoyed working at [Company's Name] and appreciate the opportunities for personal and professional growth that you have provided me during my time here.

I am committed to making this transition as smooth as possible. I will do everything I can to help train my replacement and ensure a seamless handover of my responsibilities.

Thank you once again for the support and opportunities throughout my time at [Company's Name]. I look forward to staying in touch and wish the company continued success.

Sincerely,

[Your Name]