

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

My time at [Company's Name] has been truly rewarding, and I am grateful for the opportunities I have had to contribute to our projects and work alongside an exceptional team. I appreciate the guidance and support you have provided throughout my tenure.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure. Please let me know how I can assist during this period.

Thank you once again for everything. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]