

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]

Subject: Resignation - [Your Name]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] in the Corporate Communications department at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with the team and appreciate the support I have received during my tenure.

Please let me know how I can help during the transition period. I hope to leave my responsibilities in a position to continue smoothly.

Thank you once again for everything. I look forward to keeping in touch in the future.

Sincerely,

[Your Name]