

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position as Media Relations Specialist at [Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been a great pleasure to work with you and the entire team. I have learned so much during my time here and appreciate all the support and guidance provided to me. This decision was not easy, but I feel it is time for me to explore new opportunities.

Please let me know how I can assist during the transition period. I hope to keep in touch, and I wish [Company Name] continued success in the future.

Thank you once again for everything.

Sincerely,
[Your Name]