

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 Social Media Coordinator at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I'm grateful for the opportunities I've had while working with [Company Name]. I've enjoyed collaborating with the team and contributing to our social media strategies.

During the next [notice period], I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively.

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

Sincerely,
[Your Name]