

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

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

I have greatly appreciated the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have enjoyed working with you and the team, and I am grateful for the support and encouragement I've received.

While I look forward to my next career endeavor, I will ensure a smooth transition and will complete my pending tasks and assist in training my replacement if needed. Please let me know how I can help during this transition.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch, and I wish you and the team all the best in the future.

Sincerely,

[Your Name]