

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

It has been a great experience working with you and the team. I have learned a lot and am grateful for the opportunities I've had during my time here. I hope to stay in touch and wish the company continued success.

Please let me know how I can assist during the transition.

Thank you for your understanding.

Sincerely,

[Your Name]