

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 pleasure working with you and the team. I appreciate the opportunities I have been given during my time at the company, and I am grateful for the support I have received.

I am committed to ensuring a smooth transition and will do everything I can to complete my duties and train my replacement during my remaining time.

Thank you once again for the opportunity. I hope to stay in touch in the future.

Sincerely,

[Your Name]