

Voluntary 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].

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I have had during my time at [Company's Name]. The support from you and my colleagues has been invaluable, and I appreciate all the experiences I've gained.

I will ensure that all my responsibilities are handed over smoothly before my departure. Please let me know how I can assist during this transition.

Thank you once again for the opportunity to be part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]