

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 [Your Position] at [Company 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 to grow and learn in my time with the company, and I appreciate the support you and the team have provided me.

Please let me know how I can help during the transition. I hope to maintain a positive relationship in the future.

Thank you again for the opportunity to be a part of [Company Name]. I wish you and the team continued success.

Sincerely,

[Your Name]