

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

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].

Thank you for the opportunities for growth and development you have provided me during my time at the company. I appreciate the support and guidance from you and my colleagues.

Please let me know how I can assist during the transition. I hope to maintain our professional relationship and look forward to staying in touch.

Sincerely,

[Your Name]