

Resignation Letter

[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]

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 at [Company's Name]. I appreciate the opportunities I have had to grow professionally and personally during my time here.

Please let me know how I can assist during the transition period. I hope to stay in touch in the future.

Thank you for everything.

Sincerely,

[Your Name]