

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]. This decision was not easy, and it took a lot of consideration.

I appreciate the opportunities for professional and personal development that you have provided me during my time at the company. I have enjoyed working with you and my colleagues, and I am grateful for the support I have received.

During my notice period, I will do my utmost to ensure a smooth transition. Please let me know if there's anything specific you would like me to focus on during this time.

Thank you again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]