

Resignation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately. This decision was not made lightly, and I appreciate the opportunities I have had during my time here.

Thank you for your understanding. I wish you and the company all the best in the future.

Sincerely,

[Your Name]