

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 as [Your Job Title] with [Company Name], effective [Last Working Day, typically two weeks from the date above].

Thank you for the opportunity to work in this temporary role. I have greatly appreciated the chance to contribute to the team and have learned a lot during my time here.

I wish the company continued success in the future. Please let me know how I can help during the transition.

Sincerely,

[Your Name]