

Job Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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, e.g., two weeks from today].

I would like to express my sincere gratitude for the opportunities I have had while working at [Company's Name]. I have greatly enjoyed being a part of the [specific team or project] and am thankful for the support and encouragement you and my colleagues have provided me during my tenure.

During my remaining time, I am committed to ensuring a smooth transition and will do my best to hand off my responsibilities effectively.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]