

# 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, typically two weeks from the date above].

It has been a great experience working with you and the team. I truly appreciate the opportunities for personal and professional growth you have provided me during my time here.

I am committed to making this transition as smooth as possible and will do everything I can to hand over my responsibilities effectively.

Thank you once again for the support and encouragement. I hope to stay in touch and wish you and the team all the best for the future.

Sincerely,

[Your Name]