

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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 two weeks from today, [Last Working Day, e.g., Date].

Thank you for the opportunities for professional and personal development that you have provided me during my time here. I have greatly enjoyed working with the team and appreciate the support and guidance offered to me.

During the next two weeks, I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,
[Your Name]