

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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].

I appreciate the opportunities I have had during my time at [Company's Name] and am grateful for the support from you and the team. I wish the company continued success, and I hope to stay in touch.

Thank you for your understanding.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]