

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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]. This decision was not easy, but after careful consideration, I believe it is the right step for my career.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my notice period.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I have enjoyed working here and appreciate the support and guidance I have received.

Please let me know how I can help during this transition. I look forward to staying in touch.

Sincerely,

[Your Name]