

[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]

Subject: Resignation Letter

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 pleasure working with you and the team. I have learned a great deal during my time here, and I truly appreciate the opportunities I have received.

To ensure a smooth transition, I would like to offer my assistance during the handover process. I am more than willing to help train my replacement, finalize any outstanding projects, or provide any necessary documentation to make this transition as seamless as possible.

Thank you once again for the support and guidance. I wish you and the company continued success in the future.

Sincerely,

[Your Name]