

# 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]. I want to express my gratitude for the opportunities I have had during my time here.

In consideration of my upcoming responsibilities, I am open to discussing flexible notice arrangements that would best suit both the company and myself. Please let me know how we can work together to make this transition as smooth as possible.

Thank you for your understanding and support. I look forward to staying in touch.

Sincerely,

[Your Name]