

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 two weeks from today, [Last Working Day, Date]. This decision was not easy and took a lot of consideration.

I am grateful for the opportunities I have had during my time at [Company's Name]. I appreciate your support and guidance and have enjoyed working with you and the team.

During the next two weeks, I will do my utmost to ensure a smooth transition and complete outstanding projects. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the company continued success.

Sincerely,

[Your Name]