

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, typically two weeks from the date above].

I want to express my deep gratitude for the opportunities I have had during my time at [Company's Name]. It has been a privilege to work alongside such a talented team and to learn from your leadership.

I appreciate the support and encouragement you've given me, and I will carry these experiences into my future endeavors.

Please let me know how I can assist in the transition during my remaining time.

Thank you once again for everything.

Sincerely,

[Your Name]