

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation from IT Support Specialist Position

Dear [Manager's Name],

I am writing to formally resign from my position as IT Support Specialist at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed working at [Company Name] and am grateful for the opportunities I've had to grow and develop my skills in IT support. I appreciate the support I've received from you and my colleagues during my time here.

I will do my utmost to ensure a smooth transition and will be happy to assist in training my replacement if needed. Please let me know how I can help during this period.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I hope our paths may cross again in the future.

Sincerely,

[Your Name]