

# 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 as Marketing Manager at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to work alongside such a talented team and to contribute to the growth of [Company's Name]. I am grateful for the opportunities for professional and personal development that I have received during my time here.

Please let me know how I can assist during the transition period. I wish [Company's Name] continued success and hope to stay in touch in the future.

Thank you once again for everything.

Sincerely,

[Your Name]