

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing this letter to formally resign from my position as HR Executive at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure working with you and the team. I appreciate the opportunities for personal and professional development that you have provided me during my time here. I have enjoyed my time at [Company's Name] and am grateful for the support from my colleagues and management.

Please let me know how I can assist during the transition period. I am happy to help train my replacement and ensure that all my responsibilities are taken care of before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch in the future.

Sincerely,

[Your Name]