

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

Working in hospitality management at [Company Name] has been an enriching experience, and I am grateful for the opportunities I have had to grow and learn within the team. I appreciate the support and guidance I have received during my time here.

In the upcoming weeks, I am committed to ensuring a smooth transition and will assist in handing over my responsibilities to my successor.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to keep in touch in the future.

Sincerely,

[Your Name]