

Letter of Resignation

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 an event planner at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

My time at [Company's Name] has been a valuable experience, and I am grateful for the opportunities I have had to develop my skills and work alongside such a talented team. I appreciate the support and guidance provided during my tenure.

I will do everything possible to ensure a smooth transition and will complete my current projects before my departure. Please let me know how I can assist during this transition period.

Thank you once again for the opportunities and support. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]