

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

Dear [Manager's Name],

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

This decision was not easy and took a lot of consideration. I have greatly enjoyed working with the team and contributing to various data-driven projects that helped enhance our decision-making processes. My experience in analyzing complex datasets and providing actionable insights has been invaluable, and I truly appreciate the opportunities I was given to develop my skills further.

I am committed to ensuring a smooth transition and will do everything possible to transfer my responsibilities over the coming weeks. Please let me know how I can assist during this period.

Thank you for the support and mentoring throughout my time at [Company Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]