

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 to formally resign from my position as Digital Marketing Specialist at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy to make, and it comes after careful consideration of my career goals and personal aspirations. I am grateful for the opportunities to grow and learn that [Company's Name] has provided me during my time here.

I appreciate the support I've received from you and my colleagues, and I will do my best to ensure a smooth transition. Please let me know how I can help during this period.

Thank you once again for the opportunity to be part of [Company's Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]