

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a great pleasure to be a part of the [specific department or team] and to contribute to the exciting projects we have worked on together in the biotechnology field. I am grateful for the opportunities for professional and personal development that you have provided during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time at the company.

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

Sincerely,

[Your Name]