

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 a real estate agent at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I have truly valued the opportunities for professional and personal development during my time here. I appreciate the support, guidance, and encouragement I have received from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities before my departure.

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

Sincerely,

[Your Name]