

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

It has been a pleasure working with you and the entire team. I am grateful for the opportunities to develop my skills and contribute to [specific project or achievement]. I appreciate your support and guidance during my time here.

I will ensure a smooth transition and will complete my current responsibilities before my departure. Please let me know how I can help during this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]