

# Resignation Notice

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 Cybersecurity Analyst at [Company Name], effective [Last Working Day, typically two weeks from the date above].

My decision to leave was not made lightly, as I have truly enjoyed working with the team and contributing to the company's cybersecurity initiatives. I appreciate the opportunities for professional and personal development during my time here.

During the transition period, I am committed to ensure a smooth handover of my responsibilities. Please let me know how I can help during this time.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]