

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Travel Agency's Name]

[Agency Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Travel Agency's Name], effective [Last Working Day, typically two weeks from the date above].

I've enjoyed my time working here and appreciate the opportunities I've had to grow professionally. I am grateful for the support from you and my colleagues during my tenure.

During the transition, I am committed to ensuring a smooth handover of my responsibilities and will assist in training my replacement if necessary.

Thank you once again for the opportunity to be a part of [Travel Agency's Name]. I hope to stay in touch and wish the agency continued success in the future.

Sincerely,

[Your Name]