

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

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

Thank you for the opportunity to be a part of [Company Name]. I have greatly appreciated the chance to work with you and the team, and I have learned a lot during my time here.

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

Thank you once again for your support and guidance. I hope to stay in touch in the future.

Sincerely,

[Your Name]