

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 a Translation Services Specialist at [Company's Name], effective [last working day, typically two weeks from the date above].

It has been a pleasure to work with you and the team, and I am grateful for the opportunities for professional and personal development during my time here. I appreciate the support and guidance provided to me throughout my tenure.

Please let me know how I can assist during the transition period. I hope to maintain a positive relationship and wish [Company's Name] continued success in the future.

Thank you once again for the opportunity.

Sincerely,

[Your Name]