

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 Database Administrator at [Company's Name], effective two weeks from today, [Last Working Day].

It has been a pleasure working with such a talented team, and I am grateful for the opportunities and support provided during my time here. I have learned and grown a lot in my role, and I will always value the experiences I've had at [Company's Name].

I will ensure that all my responsibilities are up to date before my departure and am willing to assist in the transition process as needed.

Thank you once again for the support. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]