

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

## **Subject: Resignation Letter**

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come easily, but personal priorities have necessitated this change in my career.

During my time at [Company's Name], I have appreciated the opportunities for personal and professional development that you have provided. It has been rewarding to work alongside a talented team and contribute to our projects.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively before my departure.

Thank you for your understanding and support. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

Your Name