

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

Thank you for the opportunities and support during my time at the company. I have learned a great deal and appreciate the experience.

Please let me know how I can help during my transition, and I look forward to staying in touch.

Sincerely,

[Your Name]