

# Job Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

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

I would like to take this opportunity to express my heartfelt gratitude for the support and guidance I have received during my time at the company. Working with such a talented team has been a truly enriching experience, and I am thankful for the opportunities for professional growth that were provided to me.

I have enjoyed my time here and appreciate the friendships I have developed along the way. I will do everything I can to ensure a smooth transition and will assist in training my replacement if needed.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]