

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert 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 one month from today, [Last Working Day]. This decision was not made lightly, and I am grateful for the opportunities and experiences I've had during my time at the company.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively over the coming month.

Thank you again for the support and guidance I've received. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,
[Your Name]