

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 [Last Working Day, typically two weeks from the date above]. However, I would like to offer an additional notice period of [number of weeks/months] to ensure a smooth transition and to assist in training my replacement.

It has been a pleasure working with you and the team, and I am grateful for the opportunities I have received during my time here. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,
[Your Name]