

# 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 4-6 weeks from the date above]. I have enjoyed my time working here and am grateful for the opportunities that have been provided to me.

To ensure a smooth transition, I am more than willing to assist in the training and onboarding of my replacement and to help with the transfer of my responsibilities during my remaining time here.

Thank you for the support and guidance during my tenure. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]