

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 six weeks from today, [Last Working Day].

This decision was not easy and took a lot of consideration. I appreciate the opportunities for professional and personal development that you have provided me during my time at [Company's Name].

I intend to ensure a smooth transition and will do everything possible to hand over my responsibilities before my departure.

Thank you once again for the support and encouragement. I hope to stay in touch in the future.

Sincerely,

[Your Name]