

Resignation Letter

Date: [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 a date that is at least [X] weeks from today]. This decision has not come easily, and I appreciate the opportunities for professional and personal development that you have provided me during my time here.

To ensure a smooth transition, I am willing to assist in the training of my replacement and wrap up my current duties. Please let me know how I can help during this process.

Thank you for the support and encouragement during my tenure at [Company's Name]. I have learned a lot and enjoyed working with the team.

Wishing you all the best.

Sincerely,

[Your Name]