

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, considering the extended notice period]. I appreciate the opportunities I have had during my time here, and I have made the decision to pursue new challenges.

As per our agreement, I am providing [Duration of Notice Period] notice to ensure a smooth transition. I will do my utmost to help train my replacement and wrap up my responsibilities.

Thank you once again for the support and guidance during my tenure. I hope to keep in touch and wish the company continued success.

Sincerely,
[Your Name]