

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 [Last Working Day, Three Weeks from Today].

I appreciate the opportunities I have had during my time at [Company's Name] and the support I have received from you and my colleagues.

During my remaining time, I am committed to ensuring a smooth transition. I will complete my current tasks and assist in any way possible to hand over my responsibilities.

Thank you once again for the opportunity to be part of [Company's Name]. I wish you and the team continued success.

Sincerely,

[Your Name]