

# 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]

## **Subject: Resignation Letter**

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work with you and the team, and I am grateful for the support and guidance provided during my time here.

Thank you for everything, and I hope to stay in touch.

Sincerely,

[Your Name]

# Performance Evaluation Feedback

**Employee Name:** [Employee's Name]

**Evaluation Period:** [Start Date] to [End Date]

**Strengths:**

- Detail-oriented and highly organized.
- Excellent communication skills.
- Strong team collaboration abilities.

**Areas for Improvement:**

- Time management under tight deadlines.
- Advanced technical skills development.

**Overall Performance Rating: [Rating]**

Thank you for your efforts and contributions to the team. Your hard work is greatly appreciated.