

# Resignation Letter

Date: [Insert 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 two weeks from the date above].

This decision has not come easy and took a lot of consideration. I am grateful for the opportunities I have had during my time in the company. I appreciate the support and guidance that you and the team have provided me over the years. I have learned so much, particularly [Insert a valuable insight or experience gained], which I will carry with me throughout my career.

During my remaining time, I am committed to ensuring a smooth transition. I am happy to assist in training my replacement and to hand over my responsibilities efficiently.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]