

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, typically two weeks from the date above], as I have completed my role in the [Project Name] project.

It has been a pleasure to work alongside you and the team, and I appreciate the opportunities I have had during my time here. I am proud of the contributions I have made to the project and remain confident that the work will have lasting impacts.

During my remaining time, I am committed to ensuring a smooth transition and will assist in training my replacement or completing any outstanding tasks.

Thank you once again for the support and guidance during my tenure. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]