

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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, typically two weeks from the date above]. This decision comes after the successful completion of the recent project milestones, which I feel is a fitting point to transition to the next phase of my career.

I would like to express my gratitude for the opportunities I have had during my time at [Company Name]. I appreciate the support and guidance you and the team have provided, which has greatly contributed to my professional growth.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can help during this transition period.

Thank you once again for everything. I look forward to staying in touch and wish the team continued success.

Sincerely,

[Your Name]