

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, typically two weeks from date above].

With the successful completion of [Project Name], I have decided to embark on a new chapter in my professional journey. This project has been a remarkable experience, and I am grateful for the support and opportunities provided to me during my time here.

I appreciate the chance to work with an exceptional team and contribute to our shared goals. I will ensure a smooth transition and will assist in wrapping up my responsibilities.

Thank you for your guidance and support. I look forward to staying in touch.

Sincerely,

[Your Name]