

[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] in accordance with our agreed terms, effective [Last Working Day].

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I appreciate all the support and guidance.

I will ensure a smooth transition and will complete my responsibilities before my departure.

Thank you once again, and I hope to stay in touch in the future.

Sincerely,
[Your Name]