

# Resignation Letter

[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]

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 per the contractual guidelines.

I have appreciated the opportunities for professional and personal development that you have provided me during my time at the company. I am grateful for the support and guidance I have received.

I will ensure a smooth transition by completing my pending tasks and training my replacement if required.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]