

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], in accordance with the stipulations outlined in my employment contract dated [Contract Date]. As per the terms of the contract, I am providing [Notice Period, e.g., two weeks] notice of my resignation, making my last working day [Last Working Day].

I appreciate the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have enjoyed working with you and the team and am grateful for the support I have received.

Thank you for your understanding, and I look forward to staying in touch.

Sincerely,

[Your Name]