

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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 complies with the notice period outlined in my contract.

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

I am committed to assisting in the transition process and will make every effort to complete my outstanding tasks before my departure.

Thank you once again for the support and guidance. I hope to stay in touch in the future.

Sincerely,
[Your Name]