

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]. This decision has not been easy, but due to contractual commitments, I must prioritize my obligations.

I would like to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have learned a great deal and appreciate the support from you and the team.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively.

Thank you once again for the privilege of being part of [Company's Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,
[Your Name]