

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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, depending on your contract terms]. This decision comes in accordance with the terms outlined in my employment contract.

I want to express my gratitude for the opportunities I've had during my time with the company and for the support received from you and the team. I am committed to ensuring a smooth transition and will do my utmost to hand off my responsibilities effectively.

Thank you once again for everything. I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]