

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[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 terms outlined in my employment agreement. My last working day will be [Insert Last Working Day], providing the required [Insert Notice Period] notice.

I want to express my gratitude for the opportunities I have received during my time at [Company's Name]. I value the experiences and professional growth I have achieved through my role.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]