

Resignation Letter

John Doe

1234 Elm Street

Cityville, ST 12345

Email: john.doe@email.com

Date: October 1, 2023

Manager's Name

Company Name

5678 Oak Avenue

Cityville, ST 12345

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], in accordance with the provisions outlined in my employment contract.

Thank you for 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 appreciate the support and guidance.

Please let me know how I can assist during the transition. I hope to maintain our professional relationship moving forward.

Sincerely,

John Doe