

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]. This decision was not easy and required a lot of consideration.

I truly appreciate the opportunities for personal and professional development that you have provided me during my time here. I have enjoyed working with you and the team, and I am grateful for the support and guidance you have given me.

To ensure a smooth transition, I am more than willing to assist with ongoing projects or train my successor. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I am looking forward to maintaining our professional relationship in the future.

Sincerely,

[Your Name]