

# Letter of Resignation

[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 was not made lightly, and I have truly enjoyed my time and experiences here.

Please know that I am committed to ensuring a smooth transition. I will continue to support the team and assist in any way possible during my notice period to hand over my responsibilities effectively.

I am grateful for the opportunities for personal and professional growth that you have provided me during my time at [Company's Name]. I appreciate the guidance and support I have received and look forward to staying in touch.

Thank you once again for everything. I wish the company continued success in the future.

Sincerely,

[Your Name]