

# Resignation Letter Template

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 easy and required a lot of consideration. I have thoroughly enjoyed working with this team and am grateful for the opportunities I have received to grow professionally.

In order to ensure a smooth transition, I would like to offer my assistance in training my replacement. I believe that a comprehensive handover will benefit both my successor and the team. Please let me know how I can best support this process during my remaining time here.

Thank you once again for the support and encouragement during my tenure at [Company's Name]. I look forward to staying in touch, and I wish you and the company continued success.

Sincerely,  
[Your Name]