

Resignation Letter

[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].

During my time at [Company's Name], I am proud to have contributed to several key projects, including:

- Successfully leading the [specific project or initiative] that resulted in [specific achievement or metric].
- Streamlining [process or system], which improved efficiency by [percentage or significant point].
- Mentoring new team members, leading to [describe impact or improvement].

I have greatly appreciated the opportunities for professional and personal development during my time at the company. I am thankful for the support from my colleagues and the experiences I have gained.

I am committed to ensuring a smooth transition and will gladly assist in handing over my responsibilities in the coming weeks.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]