

# Resignation Letter

Date: [Insert Date]

To,  
[Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to be part of [Company's Name] and contribute to our shared goals over the past [duration of employment]. During my tenure, I have witnessed the company make significant strides towards [specific goal or objective], and I am proud of my contributions to [mention any project, initiative, or team effort].

As I transition out of my role, I am committed to ensuring a smooth handover of my responsibilities. I will prepare detailed documentation of my current projects and am happy to assist in training my successor to minimize any disruption to the team's efforts in achieving our objectives.

I genuinely appreciate the opportunities for personal and professional growth provided to me during my time at [Company's Name]. I look forward to following the continued success of our team and the organization.

Thank you for your support and understanding.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]