

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]

Subject: Resignation Letter

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 comes after careful consideration, largely influenced by the recent changes in our team dynamics due to [Colleague's Name]'s leave.

I appreciate the opportunities I have been given during my time here and I am grateful for the support from you and my colleagues. I hope to ensure a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for the opportunities I have gained. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]