

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 Notice

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].

In this transition period, I am committed to ensuring a smooth handover of my responsibilities. I will complete all ongoing projects and assist in training my successor to the best of my ability. Please let me know how I can help facilitate a seamless transition during my remaining time.

I truly appreciate the opportunities for personal and professional development that you and [Company's Name] have provided me. I have learned so much and will carry these experiences forward in my career.

Thank you for your understanding, and I look forward to staying in touch in the future.

Sincerely,

[Your Name]