

# 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].

As per our recent discussions, I would like to address my termination settlement. I request a settlement offer that includes [list any specific items or compensation you are seeking, such as unpaid wages, severance pay, etc.].

I appreciate the opportunities I have had working at [Company's Name] and wish the team all the best in the future.

Thank you for your understanding.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]