

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

Exit Terms and Conditions:

- **Final Paycheck:** I request that my final paycheck be processed and sent to my address listed above.
- **Accrued Leave:** Please inform me of the status of my accrued leave and if it can be cashed out.
- **Return of Company Property:** I will ensure that all company property, including [list items if necessary], is returned by my last working day.
- **Exit Interview:** I am willing to participate in an exit interview to provide feedback on my experience at the company.

Thank you for the opportunities I have been given during my time at [Company's Name]. I appreciate your understanding and support regarding my decision.

Sincerely,

[Your Name]