

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]

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].

My decision has not come easily, but after careful consideration, I believe this is the best step for my career. I am committed to ensuring a smooth transition and would like to discuss potential settlement options regarding my remaining benefits and any outstanding compensation.

Specifically, I would appreciate clarity on the following:

- Final paycheck details
- Unused vacation days and their payout
- Health benefits continuation
- Any other retirement benefits

I am grateful for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I look forward to your response regarding the settlement details and will do my utmost to ensure a smooth transition.

Thank you for your understanding.

Sincerely,

[Your Name]