

Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]
[Company's Name]
[Company's Address]

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 part of my resignation, I would like to address the financial settlement details. I kindly request the following:

- Final paycheck including any outstanding salary up to my last working day.
- Payment for any unused vacation days.
- Details regarding my benefits and any remaining reimbursements.

I appreciate the opportunities I have had at [Company's Name] and I am grateful for the support during my tenure. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]