

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision comes after careful consideration and mutual agreement on the terms of my departure.

As we discussed, I will complete my remaining responsibilities and assist in the transition process to ensure a smooth handover. I appreciate the time we've spent working together and the opportunities I've had during my tenure at [Company Name].

Thank you for your understanding and support regarding my decision. I hope to maintain a positive relationship in the future.

Sincerely,

[Your Name]