

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 and Severance Conditions

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]. This decision was not easy and took a lot of consideration. However, I believe it is the best step for my career at this time.

As we discussed previously regarding my employment termination, I would like to confirm the severance conditions. As per our agreement, I am entitled to [mention severance terms, such as payment details, duration, benefits continuation, etc.]. I appreciate your cooperation in ensuring a smooth transition during this period.

Thank you for the opportunities for professional development that you have provided me during my time at [Company's Name]. I wish you and the company all the best for the future.

Sincerely,

[Your Name]

[Your Job Title]