

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]

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 made lightly, and I am grateful for the opportunities and experiences I have gained while working here.

As part of my transition, I would like to discuss my compensation terms. In accordance with my contract and the contributions I have made during my tenure, I kindly request [specific compensation terms, e.g., severance pay, unused vacation payout, etc.]. I believe this request reflects the commitment and effort I have invested in my role.

Thank you for your understanding and support. I look forward to discussing this matter further.

Sincerely,

[Your Name]