

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]

Subject: Resignation and Settlement Agreement

Dear [Manager's Name],

After careful consideration, 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 propose a settlement agreement to address the terms of my departure, including but not limited to [specific items such as severance pay, final paychecks, unused leave, etc.]. I believe this will ensure a smooth transition and mutually beneficial closure.

I appreciate the opportunities I have had at [Company's Name] and thank you for your understanding regarding my decision.

I look forward to discussing the details of the settlement agreement with you at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]