

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your 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].

It has been a pleasure working alongside you and the team during my time here, and I truly appreciate the opportunities for professional growth and collaboration. I value the cooperative endeavors we have shared and will carry those experiences with me in my future pursuits.

I am committed to making this transition as smooth as possible and will ensure that all my responsibilities are handled before my departure.

Thank you once again for your support and for the enriching experience at [Company's Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]