

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 comes after much consideration, particularly regarding the team efforts and projects we've worked on together. I truly value the support, collaboration, and dedication of our team, and I am proud of what we have accomplished.

Thank you for the opportunity to be a part of [Company's Name]. I appreciate the guidance and encouragement I've received during my tenure. I will do my best to ensure a smooth transition in the coming weeks.

Wishing you and the entire team continued success.

Sincerely,

[Your Name]