

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 mentioned above].

I have thoroughly enjoyed my time at the company and am grateful for the opportunities I have had to grow both personally and professionally. I appreciate the support and guidance you and the team have provided me during my tenure.

In the upcoming weeks, I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]