

Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]
[Company's Name]
[Company's Address]

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].

I appreciate the opportunities I have had during my time working with you and the team. I have gained valuable experience and skills that I will carry with me in my career.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my notice period.

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]
[Your Position]
[Your Contact Information]