

# Resignation Letter

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

**Manager's Name**

Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks or more from the date of this letter]. I have enjoyed working here and appreciate the opportunities for professional and personal development.

In accordance with my employment contract, I am providing an extended notice period of [number of weeks] weeks to ensure a smooth transition of my responsibilities. I am committed to assisting in training my replacement and completing outstanding projects during this period.

Thank you for your support and guidance during my time here. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]