

Resignation Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[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, flexible notice period]. I greatly appreciate the opportunities I've had during my time with the company and have enjoyed working with you and my colleagues.

During the transition, I am more than willing to assist in training my replacement and ensuring a smooth handover of my responsibilities. Please let me know how I can help you during this process.

Thank you for your support and understanding. I look forward to staying in touch.

Sincerely,
[Your Name]