

# 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].

This decision was not easy, and took a lot of consideration. I am grateful for the opportunities I have had to grow and work alongside such a talented team. I appreciate all the support and guidance you have provided during my time here.

I will ensure a smooth transition of my duties and responsibilities before my departure. Please let me know how I can assist in making this process easier.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the team all the best for the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]