

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]

Subject: Resignation Notice

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 am grateful for the opportunities I have received during my time here.

Due to [brief reason for resignation, optional], I would like to request a notice period of [specific notice period, e.g., 4 weeks] to ensure a smooth transition and to help with the handover of my responsibilities.

Thank you for your understanding. I appreciate your support during my tenure at [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]