

# 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, typically two weeks from the date above].

Thank you for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have enjoyed working with you and the team, and I appreciate the support and guidance I have received.

I will ensure that all my responsibilities are handled efficiently during the transition period. Please let me know how I can assist in making this process as smooth as possible.

Thank you once again for everything. I look forward to keeping in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]