

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
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 two weeks from today, [Last Working Day].

Thank you for the opportunities I've had during my time at [Company Name]. I appreciate the support and guidance you and the team have provided.

I am committed to making this transition as smooth as possible. Please let me know how I can assist during this time.

Sincerely,
[Your Name]