

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 above]. This decision comes after careful consideration and following the recent comprehensive appraisal.

I appreciate the opportunities for professional and personal development that you have provided me during my time here. I have enjoyed working with the team and am grateful for the support and guidance throughout my tenure.

I am committed to ensuring a smooth transition and will do my best to complete outstanding projects and train my replacement if necessary.

Thank you for everything. I look forward to staying in touch.

Sincerely,

[Your Name]