

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 as a result of recent shifts towards automation within the company, which have prompted me to reevaluate my career path.

I appreciate the opportunities I've had during my time here and have greatly valued the experiences and growth I've gained while working with you and the team.

I am committed to ensuring a smooth transition and will do all I can to hand over my responsibilities appropriately during my remaining time here.

Thank you for your understanding.

Sincerely,

[Your Name]