

[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 Letter**

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]. It has been a pleasure working with you and the team.

Throughout my time at [Company's Name], I have grown professionally and personally, and I am grateful for the opportunities presented to me. I am looking forward to embarking on a new chapter in my career, but I hope to stay connected with you and the team to continue sharing ideas and opportunities.

Please let me know how I can help during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for your guidance and support. I hope to remain in touch, and I wish you and the team continued success in the future.

Sincerely,

[Your Name]