

[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 - [Your Name]

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 date above]. This decision was not made lightly, and I deeply appreciate the opportunities for professional and personal development that you and the company have provided me during my time here.

I value the relationships I have built and hope to maintain them moving forward. I am committed to ensuring a smooth transition and am open to discussing how I can assist during this period. I believe ongoing dialogue will facilitate a seamless handover and possibly lead to future collaborations.

Thank you once again for your support and understanding. I look forward to staying in touch.

Sincerely,

[Your Name]