

[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 two weeks from today, [Last Working Day].

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I have had during my time at [Company's Name] and for the support you have provided.

I will ensure that all my responsibilities are completed and will assist in the transition process over the next two weeks to make it as smooth as possible.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Name]