

Resignation Letter

[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]

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 adheres to the company's policies regarding notice periods.

I am grateful for the opportunities I have had during my time at [Company's Name] and for the support I've received from you and my colleagues. I have learned a great deal and appreciate the experiences shared.

During my remaining time, I will ensure a smooth transition. I am happy to assist in training my replacement or tying up any loose ends.

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

Sincerely,

[Your Name]