

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

It has been a wonderful experience working with such a dedicated team, and I have greatly appreciated the opportunity to contribute to local economic development initiatives. I am proud of what we have accomplished together and believe that the projects we initiated will continue to foster growth in our community.

As I move on to pursue new opportunities, I remain committed to supporting local economic development and fostering community resilience in any way I can. I will ensure a smooth transition of my responsibilities and am happy to assist in training my successor.

Thank you once again for the opportunities for personal and professional development. I look forward to staying in touch and hope to collaborate on future projects that benefit our local economy.

Sincerely,

[Your Name]