

# 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].

Throughout my time at [Company's Name], I have had the privilege of receiving numerous accolades for my commitment and contributions to our team. I am incredibly grateful for the opportunities, support, and experiences that [Company's Name] has provided me.

As I move on to the next chapter of my career, I will carry the lessons learned and friendships made here. I am sincerely thankful for the guidance and mentorship offered by you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time.

Thank you once again for the opportunities I have had at [Company's Name]. I wish you and the team all the best for the future.

Sincerely,

Your Name