

# Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Your Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not made lightly, but due to personal reasons, I believe it is in my best interest to step down from my role.

I want to express my gratitude for the opportunities I have had during my time at [Your Company Name]. I appreciate the support and guidance I received, and I am proud to have been part of such a dedicated team.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]