

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 as Project Leader at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After much consideration, I have decided to focus on personal initiatives that I am passionate about. This decision was not easy, as I have truly enjoyed working with you and the entire team.

I am grateful for the opportunities I have had during my time at [Company's Name] and the support I received while managing various projects. I will ensure a smooth transition by completing outstanding tasks and assisting in the handover of my responsibilities.

Thank you once again for your guidance and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]