

\*\*[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].  
I have appreciated the opportunities for professional and personal  
development that I have received during my time at the company. I am  
grateful for the support and guidance from my colleagues and management.  
I will ensure a smooth transition of my responsibilities and am happy to  
assist in training my replacement during my remaining time.  
Thank you again for the opportunity to be a part of [Company's Name]. I  
hope to stay in touch.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]

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\*\*Subject: Resignation - [Your Name]\*\*

Dear [Manager's Name],  
I am writing to formally resign from my role at [Company's Name],  
effective [Last Working Day].  
I want to express my gratitude for the experiences and opportunities I've  
had while working here.  
I am committed to ensuring a smooth transition and will do everything I  
can to wrap up my current projects.  
Thank you for your understanding.  
Best regards,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]

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\*\*[Today's Date]\*\*  
\*\*To Whom It May Concern,\*\*  
Please accept this letter as my formal resignation from [Position Title]  
at [Company's Name], effective [Last Working Day].  
I appreciate the opportunities I have been given during my time here and  
am thankful for the encouragement from my team.  
I will do my best to complete my tasks and assist in the handover  
process.  
Sincerely,  
[Your Name]  
[Your Job Title]