

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

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 appreciate the opportunities I have had during my time at [Company's Name]. I have learned a lot and enjoyed working with the team.

Thank you for your understanding. I look forward to staying in touch in the future.

Sincerely,

[Your Name]