

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

I appreciate the opportunities for growth and development that I have received during my time at [Company's Name]. I have enjoyed working with you and the team, and I am grateful for the support and encouragement I have received.

Please let me know how I can assist during the transition process. I hope to maintain a positive relationship moving forward.

Thank you once again.

Sincerely,
[Your Name]

[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 announce my resignation from [Your Job Title] at [Company's Name], effective [Date].

This decision was not easy, but after careful consideration, I believe it is time for me to pursue new challenges. I am grateful for the experiences I have gained and the relationships I have built.

I am committed to ensuring a smooth transition and would be happy to assist in training my replacement or handing off my responsibilities.

Thank you for your understanding.

Best regards,
[Your Name]

[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],

Please accept this letter as formal notice of my resignation from my position of [Your Job Title] at [Company's Name], effective [Last Working Day].

I appreciate the opportunities I've been given at [Company's Name] and the professional guidance I've received. I've enjoyed working here and hope to stay in touch in the future.

I will do everything possible to ensure a seamless transition before my departure.

Warm regards,

[Your Name]