

****Template 1: Resignation Letter for Administrative Assistant****

[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 Administrative Assistant 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 here and the support from you and the team.
Thank you for everything.
Sincerely,
[Your Name]

****Template 2: Resignation Letter for Sales Representative****

[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 let you know that I am resigning from my role as Sales Representative at [Company's Name], effective [Last Working Day].
I am grateful for the experience and the skills I have gained while working here.
Best regards,
[Your Name]

****Template 3: Resignation Letter for Software Developer****

[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 my formal resignation from my position as Software Developer at [Company's Name], effective [Last Working Day].

I appreciate the opportunities to learn and grow during my time with the team.

Thank you for your guidance and support.

Warm regards,

[Your Name]

****Template 4: Resignation Letter for Teacher****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally resign from my teaching position at [School's Name], effective [Last Working Day].

I have enjoyed working with my students and colleagues, and I will cherish the experiences I have had here.

Thank you for your understanding.

Sincerely,

[Your Name]

****Template 5: Resignation Letter for Manager****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Senior Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Senior Manager's Name],

I am writing to inform you of my resignation from my position as Manager at [Company's Name], effective [Last Working Day].

I have appreciated the opportunity to work with such a talented team.

Thank you for your leadership and support during my tenure.

Best wishes,

[Your Name]