

Resignation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

I am grateful for the opportunities and support provided during my time at [Company Name]. The experiences and knowledge I have gained here have been invaluable.

I will do my best to ensure a smooth transition by completing my responsibilities and assisting in handing over my tasks. Please let me know if there is anything specific I can do to help during this period.

Thank you once again for the opportunity to be part of [Company Name]. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Full Name]

[Your Contact Information, if needed]

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