****

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

**[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 Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

I want to express my sincere gratitude for the opportunities and support I have received during my time at [Company Name]. Working with you and the team has been a valuable and rewarding experience, and I truly appreciate the professional growth and collaboration I’ve enjoyed here.

I will do my best to ensure a smooth transition before my departure, including completing any outstanding tasks and assisting in the handover process as needed. Please let me know how I can best support this transition.

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

Sincerely,  
**[Your Name]**

