

# Compact Resignation Letter Template

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from today]. I am grateful for the opportunities and experiences I have gained here, and I appreciate your support during my tenure.

As I take this step to explore new career opportunities, I am committed to ensuring a smooth transition. Please let me know how I can assist during this period.

Thank you again for the chance to be a part of the team.

Sincerely,  
[Your Name]