

Resignation Letter Template

[Date]

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 above].

I would like to express my sincere gratitude for the opportunity to work with such a talented and supportive team. Collaborating with everyone has been both motivating and rewarding, and I truly appreciate the encouragement and camaraderie that contributed so positively to my experience here.

I am committed to ensuring a smooth transition and will do everything possible to support the team during this period. Thank you once again for your guidance and for the confidence you placed in me.

Wishing the team and the company continued success.

Sincerely,
[Your Name]