

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

Subject: Resignation Notice

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today, on [Last Working Day, e.g., April 25, 2025].

I appreciate the opportunities I've had during my time here and am grateful for your support and guidance. I will ensure a smooth transition by completing outstanding tasks and assisting in training a replacement if needed.

Thank you again for the experience. I hope to stay in touch.

Sincerely,

[Your Name]