

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Resignation Letter

Dear [Recipient's Name or "Manager"],

I am resigning from my position as [Your Job Title] at [Company Name], effective [Last Working Day].

Thank you for the opportunity to work with such a great team and contribute to the success of [specific mention].

I am committed to ensuring a smooth transition and will complete any pending tasks or assist in training my replacement during my notice period.

I appreciate the support and guidance you have provided during my tenure and wish [Company Name] continued success.

Feel free to contact me at [your email address] or [your phone number] for any assistance.

Sincerely,

[Your Name]