

Formal Resignation Letter With Notice Period

Subject: Formal Resignation with Notice Period

Dear [Manager's Name],

I am writing to formally resign from my position as [Job Title] at [Company Name], effective [Last Working Day], in accordance with my [X-week/month] notice period. My final working day will be [date].

I would like to thank you and the team for the opportunities and support I have received during my tenure. I have gained valuable experience that I will carry forward in my career. Please let me know how I can assist during this transition period, including training a replacement or completing pending tasks.

I wish the company continued success and hope to stay in touch in the future.

Sincerely,

[Your Name]

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