

Formal Resignation Letter

Subject: Resignation Notice

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 today].

I am grateful for the opportunities I have received during my time here and appreciate the support and guidance from the team. I am committed to ensuring a smooth transition and will complete all pending tasks and assist in training my replacement.

Thank you for your understanding and support.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/resignation-letter>