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Resignation Letter with Notice Period

**[Your Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Today’s Date]**

**[Manager’s Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]**

**Dear [Manager’s Name],**

This letter serves as formal notification of my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day], fulfilling the required notice period of [Notice Period Length].

During my time at [Company Name], I have gained valuable knowledge and experience for which I am grateful. I have enjoyed working for the company and appreciate the support provided to me during my tenure.

I am aware of the challenges my departure may cause and thus, I am prepared to assist in the transition process to ensure a smooth handover of my responsibilities. I plan to complete all outstanding projects and brief my successor on the key ongoing tasks.

I wish [Company Name] and all my colleagues the very best for the future and I am looking forward to staying in touch.

Thank you for the opportunities for professional and personal development that you have provided me during the last [Time Period at Company].

**Sincerely,  
[Your Name]**