



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]