

Official Resignation Letter to Manager

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Manager's Full Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Formal Resignation

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, two weeks from the date above unless otherwise discussed].

Working under your leadership has been an incredible opportunity. During my time at [Company Name], I have gained valuable skills, built meaningful relationships, and grown professionally. I am deeply grateful for the support and mentorship I have received from you and the team.

I am committed to ensuring a smooth transition. Over the next [notice period duration], I will focus on completing pending tasks and handing over responsibilities. Please let me know how I can assist further during this time.

Thank you once again for the opportunities and trust you have placed in me. I look forward to staying connected and hope to cross paths again in the future.

Sincerely,
[Your Full Name]