

Official Resignation Letter

with Notice Period

[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: Resignation with Notice Period

Dear [Manager's Name],

Please accept this letter as my formal resignation from my position as [Your Job Title] at [Company Name]. As per my contract, I will serve my [Notice Period Duration, e.g., two months] notice period, making my final working day [Insert Date].

This decision was not an easy one, as I have thoroughly enjoyed my time at [Company Name]. The supportive work environment and collaborative team culture have made my tenure fulfilling and enriching.

During the notice period, I am fully committed to ensuring a seamless transition. I will prioritize completing ongoing projects and preparing comprehensive handover documentation for my successor. If there are specific tasks you'd like me to focus on, please let me know.

I want to express my gratitude for the opportunities provided to me. It has been a privilege to contribute to the success of [Company Name].

Thank you for your understanding and support.

Best regards,

[Your Full Name]