

---

# Employee Resignation Notice Letter Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

With a heavy heart, I submit my resignation from my role at [Company Name], effective [last working day's date]. My journey here has been enriching, providing me with professional growth and unforgettable experiences.

I remain dedicated to facilitating a smooth transition, be it through training a successor or helping in any other way necessary.

Thank you for your leadership and guidance.

Sincerely,

[Your Name]