
Short Formal Resignation Letter Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, e.g., October 1, 2023].

Thank you for the opportunities I've been given during my time here. Please advise on transition-related tasks.

Sincerely,

[Your Name]