Sample Resignation Letter

(Name)(Address) (City, Country)  
  
(Email)  
  
(Contact No)  
  
(Date) (Manager's Name) (Company Name)  
  
(Company Address)  
  
(City, Country)   
  
Respected (Manager),   
  
I am writing to you to formally resign from my position as (old position) at (Company Name), which is effective (the last working day, commonly a 30- to 60-day notice).   
  
I would like to convey my appreciation for the company (Company Name) in my life, which has changed for the better through professional and personal development. I would like to thank all of my colleagues, who were such an inspirational and professional bunch to work with. I am really glad for the part I managed to bring to the company's development.   
  
Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my duties and responsibilities. I am available to train my replacement and provide any necessary documentation or guidance to ensure the continued success of the team.   
  
I decided to extend my gratitude to you and the fantastic team at (Company Name) for the support and instruction I have experienced during my employment at your company. I have truly valued my time here and will cherish the memories and experiences for years to come.   
  
Thank you again for the opportunity to be a part of great (company name) with great people. I wish you and the company continued success in the future.

Resignation Date/Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice starts and end Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

(Employ Your Name)

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_