

RESIGNATION LETTER

[Your Name]

[Your Address]

[City, State, ZIP]

[Your Email] | [Your Phone]

[Date]

[Manager Full Name]

[Manager Title]

[Company Name]

[Company Address]

Dear [Manager Name],

Please accept this letter as formal notification that I am resigning from my position as [Your Title] with [Company Name]. My last day of work will be [Final Date — typically two weeks from this letter].

[Optional: I have appreciated the opportunities for professional development you have provided me during my time at [Company]. I am grateful for the support and guidance from the entire team.]

During my remaining time, I am committed to ensuring a smooth transition. I am happy to help train my replacement, transfer my project responsibilities, and provide any documentation that may be useful.

Thank you again for the opportunity. I wish [Company Name] continued success.

Sincerely,

[Your Signature]

[Your Printed Name]

cc: [HR Department / Other Recipients]

ALTERNATIVE VERSIONS

IMMEDIATE RESIGNATION (NO NOTICE)

"Please accept this letter as formal notification that I am resigning from my position as [Title], effective immediately. I regret that personal circumstances require me to leave without the customary notice period. I appreciate the opportunity to have worked at [Company]."

RETIREMENT RESIGNATION

"After [X] years with [Company], I am writing to announce my retirement, effective [Date — typically 60-90 days out]. It has been my privilege to work with this organization, and I would like to use the next [X] weeks to ensure a smooth transition and complete pending matters."

RELOCATION RESIGNATION

"Please accept this letter as notice of my resignation from [Title], effective [Date]. My family is relocating to [City/State], and unfortunately a remote arrangement is not feasible for my role. I appreciate everything [Company] has provided during my tenure."

DISCLAIMER: This template is provided for informational purposes only and does not constitute legal advice. For resignations involving employment contracts, equity vesting, severance negotiations, or claims of discrimination or retaliation, consult an employment attorney.