**LETTER TEMPLAE  
FORMAL RESIGNATION LETTER**

Dear [Manager’s Name],

I am writing to inform you of my decision to resign from [company], effective [date]. I understand that transitioning a new person to the role of [position] will take some time and I would like to provide as much notice as possible.

During my time at [company], I have learned a lot and grown professionally. Thank you for all of your guidance and support during my employment.

Please feel free to contact me with any questions about the projects I have been working on. I am happy to help in any way I can with the transition process.

I wish you all the best for your continued success.

Sincerely,  
  
[Your Name]