

# Company Resignation Letter to Manager

---

**[Your Name]**

**[Your Position]**

**[Company Name]**

**[Date]**

**Dear [Manager's Name],**

I am writing to formally announce my resignation from [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

Working at [Company Name] has been a highly rewarding experience, and I am grateful for the opportunities, support, and professional growth I've experienced here. I've made the decision to resign to [briefly mention reason if appropriate, e.g., pursue another opportunity, focus on personal goals, relocate, etc.].

Please let me know how I can assist in the transition process to ensure a smooth handover of my responsibilities. I am committed to helping as much as possible during this period.

Thank you once again for all the support and guidance during my tenure. I hope to keep in touch and wish [Company Name] continued success.

Sincerely,

**[Your Name]**

**[Your Position]**

**[Your Contact Information]**