**Resignation Letter with Notice**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[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 as [Your Job Title] with [Company Name], effective [Last Working Day, typically two weeks from the date of this letter]. This notice period should provide sufficient time to transition my responsibilities smoothly and assist in training a replacement, if needed.

I have truly appreciated the opportunities for professional and personal growth that [Company Name] has provided. Working with such a dedicated team has been an invaluable experience, and I am grateful for the support and guidance I have received during my time here.

Please let me know how I can help during this transition to ensure a seamless handover of my duties. I hope to leave on positive terms and look forward to maintaining a professional relationship in the future.

Thank you again for the opportunity to be part of [Company Name].

Sincerely,  
[Your Name]



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