

# Email Format Resignation Letter

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To: [Manager's Email Address]

Subject: Letter of Resignation - [Your Name]

Dear [Supervisor's Name],

I am writing to inform you of my resignation from [Position Name] at [Company Name], effective two weeks from today, [Current Date].

Thank you for the opportunities to grow and learn under your guidance.

Please let me know how I can be of assistance during the transition period. I wish you and the company the very best going forward.

Sincerely,

[Your Signature]

[Your Name]