

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been easy and is due to personal reasons that require my immediate attention.

I am grateful for the opportunities I have had at [Company's Name] and appreciate the support from you and my colleagues during my time here. I have learned a great deal and enjoyed working with the team.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good shape and ensure a smooth handover.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]