

[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 was not easy and comes after careful consideration of my personal challenges that require my immediate attention. I am grateful for the support and opportunities I have received during my tenure at [Company's Name].

I will do my best to ensure a smooth transition and will complete my ongoing tasks and assist in training my replacement if needed.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch and wish the company continued success in the future.

Sincerely,

[Your Name]