

# 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], due to personal obligations that require my immediate attention.

This decision was not made lightly, as I have truly appreciated the opportunities for personal and professional development during my time here. I am grateful for the support and guidance I have received from you and my colleagues.

I will do everything I can to ensure a smooth transition, including completing any outstanding projects and training my replacement if applicable. Please let me know how I can assist during this time.

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

Sincerely,

[Your Name]