

# 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 issues that require my immediate attention, I have made the difficult decision to leave my role. I appreciate the opportunities I have been given during my time here and I am grateful for the support from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities properly before my departure.

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 company continued success in the future.

Sincerely,

[Your Name]