

[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].

After careful consideration, I have decided to prioritize some personal matters that require my attention at this time. This decision was not easy, and I have greatly enjoyed working with you and the team.

I appreciate the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I hope to maintain our relationship in the future.

Thank you for your understanding.

Sincerely,

[Your Name]