

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 comes after careful consideration of my personal circumstances. Unfortunately, I must prioritize my personal matters at this time.

I am grateful for the opportunities I've had during my time at [Company's Name] and appreciate the support and guidance you've provided.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively over the next [mention notice period].

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]