

Letter of Resignation

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 and is due to personal commitments that require my immediate attention. I am grateful for the opportunities I have had while being a part of [Company's Name] and I truly appreciate the support from both you and my colleagues.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for the opportunities for personal and professional development that you have provided me during my time at the company. I hope to stay in touch in the future.

Sincerely,

[Your Name]