

# 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]

## **Subject: Resignation Letter**

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 was not easy and comes after careful consideration of my current family engagements that require my immediate attention. I believe that stepping down will allow me to focus on these important matters.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support I have received from you and the entire team. I hope to maintain our positive relationship moving forward.

Thank you for your understanding. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively before my departure.

Sincerely,

[Your Name]