

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]. However, I would like to extend my notice period to [Extended Notice Period, e.g., One Month] due to personal reasons that require my attention.

This decision was not made lightly, and I am truly grateful for the opportunities I have had during my time at [Company's Name]. I have appreciated the support and guidance from you and my colleagues throughout my tenure.

During my extended notice period, I am committed to ensuring a smooth transition. I am happy to assist in training my replacement or completing any outstanding projects.

Thank you for your understanding. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Name]