

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 was not easy, but after careful consideration, I believe it is necessary for my personal growth and well-being. I have decided to take some time to focus on my personal life and commitments.

I am grateful for the opportunities I have had during my time at [Company's Name] and would like to express my appreciation for your support and guidance.

Please let me know how I can assist during this transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything.

Sincerely,

[Your Name]