

# 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].

This decision was not made lightly. After careful consideration of my personal life needs and future aspirations, I have decided to prioritize my well-being and focus on [briefly mention personal reasons, e.g., family commitments, health, education].

I am incredibly grateful for the opportunities I've had during my time at [Company's Name] and for the support of my colleagues and management. I have learned and grown tremendously, and I will carry these experiences with me as I move forward.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good standing and ensure a smooth handover.

Thank you once again for everything. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]