

Resignation Letter

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 was not easy, but after careful consideration, I have determined that it is necessary for my personal time management and overall well-being. I believe this change will allow me to focus more on my personal projects and responsibilities.

I am grateful for the opportunities I have had while working at [Company's Name], as well as the support you and my colleagues have provided. I will do my utmost to ensure a smooth transition and hand off my responsibilities before my departure.

Thank you for your understanding. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]