

# 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 has not come easily, as my time at the company has been immensely valuable. However, after careful consideration, I have realized that prioritizing my personal well-being is essential at this point in my life.

I am grateful for the opportunities I have had during my tenure here and appreciate your support throughout my journey. I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties effectively.

Thank you for your understanding and support. I hope to stay in touch as I navigate this next chapter.

Sincerely,

[Your Name]