

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 has been difficult to make, particularly due to my positive experiences with the team and the opportunities I've had here. However, I have encountered significant commuting challenges that have made it increasingly hard for me to perform my role effectively. After considerable thought, I believe stepping down is the best decision for my circumstances at this time.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in training my replacement if needed.

Thank you for understanding my situation. I truly appreciate the support and opportunities I've received during my time at [Company's Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]