

[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; however, I have found that the lengthy travel distance to the office has become increasingly challenging for me. I believe it is in my best interest to seek opportunities closer to home.

I am grateful for my time at [Company's Name] and for the opportunities I've had to grow both professionally and personally. I appreciate your understanding in this matter and will ensure a smooth transition before my departure.

Thank you once again for your support. I hope to keep in touch in the future.

Sincerely,

[Your Name]