

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 not been easy, but due to the excessive travel time required for my role, I have decided to seek opportunities that are closer to home.

I appreciate the opportunities I have had during my time at [Company's Name] and the support I received from you and my colleagues. I am committed to making this transition as smooth as possible and will ensure that all my responsibilities are handed over effectively.

Thank you once again for the support and guidance. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]