

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been easy and comes after careful consideration of my current circumstances.

Unfortunately, the distance between my home and the office has become increasingly inconvenient for me. After weighing my options, I believe that leaving my role is the best choice for my personal and professional well-being.

I want to express my heartfelt gratitude for the opportunities I've had at [Company Name]. I have enjoyed working with you and the team, and I appreciate the support and guidance I've received during my time here.

Should you need assistance during the transition, I am more than willing to help in any way I can to ensure a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch, and I wish you and the team all the best in the future.

Sincerely,

[Your Name]