

Resignation Letter

[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 has not come easily, but after careful consideration, I have determined that the travel inconveniences I have been experiencing make it increasingly difficult for me to continue in my role. Despite my love for the team and the work we do, I believe it is in my best interest to pursue a position that aligns better with my current circumstances.

I want to extend my gratitude for the opportunities I have had during my time at [Company's Name]. I have learned so much and appreciate the support from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively in the remaining time. Please let me know how I can help during this period.

Thank you once again for everything.

Sincerely,

[Your Name]