

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 was not easy for me, as I have genuinely enjoyed being part of the team.

However, the long daily commute has taken a toll on my well-being and work-life balance. After much consideration, I believe it is in my best interest to pursue opportunities closer to home.

I am grateful for the support and opportunities you have provided me during my time at [Company Name]. I am committed to making this transition as smooth as possible and will do everything I can to hand over my responsibilities effectively.

Thank you for your understanding. I hope to stay in touch and wish the team continued success.

Sincerely,
[Your Name]