

# 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] due to personal circumstances, following my lengthy leave of absence. This decision was not made lightly, as I have greatly appreciated the opportunities and support I have received during my time with the company.

Please consider this letter as my official notice, with my last working day being [Last Working Day, typically two weeks from the date above]. I am committed to making this transition as smooth as possible and will complete any outstanding tasks and assist in the handover process.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the team all the best for the future.

Sincerely,

[Your Signature]

[Your Printed Name]