

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 [Current Company Name], effective [Last Working Day, typically two weeks from the date above].

After much consideration, I have decided to return to [Previous Company Name] in order to regain a better work-life balance. This decision was not easy, as I have truly valued my time and experiences here at [Current Company Name].

I want to express my gratitude for the opportunities I've had during my tenure and for 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.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]