

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

This decision was not easy and stems from personal reasons that have led me to the conclusion that returning to [Previous Employer Name] is the best choice for me at this time.

I am truly grateful for the opportunities I've had at [Current Company Name] and for the support from the team. I have enjoyed working here and will cherish the experiences and knowledge I've gained.

I will ensure a smooth transition and assist in any way possible during my remaining time here.

Thank you once again for your understanding and support.

Sincerely,

[Your Name]