

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

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

It has become increasingly difficult for me to manage my responsibilities, and after careful consideration, I feel that stepping down is the best decision for my well-being and productivity.

I appreciate the opportunities I've had while working at [Company's Name] and I am grateful for the support from you and the team. I hope to ensure a smooth transition before my departure.

Thank you once again for the opportunity. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]