

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 [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been easy, but after careful consideration, I have decided to dedicate more time to my family and enhance our connections.

I am truly grateful for the opportunities I have received while working here and for the support from you and my colleagues. I have learned a lot during my time at [Company's Name] and am thankful for the experiences that have shaped my career.

During the transition, I am committed to ensuring a smooth handover of my responsibilities and will do everything I can to assist in this process.

Thank you once again for everything. I hope to stay in touch and look forward to the possibility of crossing paths in the future.

Sincerely,

[Your Name]