

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 comes after careful consideration, as I have decided to prioritize my family ties and commitments. It is important for me to spend more quality time with my loved ones during this pivotal time in our lives.

I want to express my heartfelt gratitude for the opportunities and support I have received during my tenure at [Company's Name]. I have enjoyed working with such a talented team and will cherish the experiences and friendships I have made here.

During my remaining time, I am committed to ensuring a smooth transition of my responsibilities and will do everything I can to support the team.

Thank you once again for your understanding. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]