

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 thoughtful consideration and is driven by my desire to focus on my family and strengthen our relationships during this important time.

I am grateful for the opportunities I have had at [Company's Name] and the support from my colleagues and management. I have learned a great deal and appreciated being part of such a talented team.

I will do my best to ensure a smooth transition of my responsibilities. Please let me know how I can assist in this process.

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

Sincerely,

[Your Name]