

# 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 and is primarily due to unforeseen personal challenges that require my immediate attention and focus.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support from you and my colleagues. I hope to make this transition as smooth as possible, so please let me know how I can assist in handing over my responsibilities during my remaining time.

Thank you once again for everything. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

[Your Name]