

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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].

Due to unexpected life changes, I find it necessary to step away from my role. This decision has not come easily, but I believe it is essential for my personal circumstances at this time.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support and understanding of my colleagues and management. I will ensure that the transition is as smooth as possible and am committed to tying up any loose ends before my departure.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]