

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 as a result of unexpected personal emergencies that require my immediate attention.

It has been a pleasure working at [Company's Name], and I am grateful for the opportunities I've had to grow both professionally and personally. I appreciate all the support from you and my colleagues during my time here.

I will do my best to ensure a smooth transition and will gladly assist in the handover of my responsibilities in the coming weeks.

Thank you for your understanding.

Sincerely,

[Your Name]