

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 has not been easy, but due to unavoidable events [briefly specify the events if appropriate, e.g., personal circumstances, family crisis], I find myself unable to continue my duties at this time.

I am truly grateful for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance I have received from you and my colleagues. I have learned a great deal and will always cherish my time here.

During my remaining time, I am committed to ensuring a smooth transition. Please let me know how I can assist in training my successor or wrapping up my current projects.

Thank you once again for your understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]