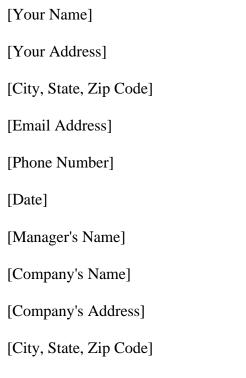
Resignation Letter



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.

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Sincerely,

[Your Name]