

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],

It is with a heavy heart that I submit my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision has been prompted by recent critical situations that I believe have made it impossible for me to continue in my current role. I have given this considerable thought and believe that resigning is the best course of action for my well-being and future.

I appreciate the opportunities I have been given during my time at [Company's Name] and am grateful for the support from my colleagues and management. I will do my best to ensure a smooth transition during my remaining time here.

Thank you for your understanding.

Sincerely,

[Your Name]