

[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]. Due to unanticipated obligations that have arisen, I find it necessary to step away from my duties.

This decision was not made lightly, and I am truly grateful for the opportunities I have had during my time here. I appreciate the support and guidance provided to me, which has contributed greatly to my professional development.

I will do everything possible to ensure a smooth transition, including training my replacement and completing outstanding projects. Please let me know how I can assist during this period.

Thank you once again for your understanding. I hope to maintain a positive relationship in the future and wish [Company's Name] continued success.

Sincerely,

[Your Name]