

# 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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come lightly and is due to personal reasons that require my immediate attention. I greatly appreciate the opportunities and experiences I have gained while working in the hospitality sector at [Company's Name].

During my remaining time, I will ensure a smooth transition of my responsibilities and assist in training my successor if needed.

Thank you once again for the support and guidance you have provided me during my time here. I hope to stay in touch and wish the best for the company and my colleagues.

**Sincerely,**

[Your Name]