

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 comes after careful consideration of my priorities, particularly the importance of spending more time with my family to enhance our bonding and overall well-being.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support and guidance you have provided me. I have learned a great deal and am thankful for the experiences I have gained.

During my notice period, I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for your understanding and support. I hope to stay in touch, and I wish everyone at [Company's Name] continued success.

Sincerely,

[Your Name]