

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 of this letter].

This decision comes as I embark on a health and wellness journey that I believe is essential for my personal growth and overall well-being.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have learned and grown so much working with an incredible team and leadership.

Please let me know how I can assist in the transition process. I am committed to ensuring a smooth handover of my responsibilities.

Thank you for your understanding. I hope to stay in touch and wish you all continued success.

Sincerely,

[Your Name]