

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date above].

Due to my inability to meet the shift requirements, I have come to the difficult decision to step down. I appreciate the opportunities I have received during my time here and have greatly valued my experience with the team.

I will do my best to ensure a smooth transition and will assist in handing over my responsibilities during my remaining time.

Thank you for your understanding.

Sincerely,
[Your Name]