

# 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 above].

This decision comes as a result of changes in my personal schedule that require my immediate attention and focus. After considerable thought, I believe that stepping down is the best course of action for myself and the team.

I want to express my gratitude for the opportunities I have received during my time at [Company's Name]. It has been a pleasure working with you and the team, and I am truly grateful for the support and guidance provided along the way.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively in the coming weeks.

Thank you once again for everything. I hope to keep in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]