

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 was not easy and comes after thoughtful consideration of my personal circumstances. Due to increasing time constraints related to [briefly explain, e.g., family commitments or personal projects], I find that I must step back from my professional obligations.

I am grateful for the opportunities I've had during my time at [Company's Name], and I appreciate the support and guidance from you and my colleagues. I hope to ensure a smooth transition and will do my best to complete my current tasks and assist in training my replacement.

Thank you for your understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]