

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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].

My decision to resign is primarily due to the inconvenient work hours that have made it challenging for me to maintain a healthy work-life balance. This was not an easy decision, as I have genuinely enjoyed my time working here and appreciate the opportunities I've had for professional development.

Thank you for your understanding. I hope to leave my position in a manner that is smooth and ensures a transition that is as seamless as possible. I am willing to assist in training my replacement or wrapping up my current projects.

Wishing you and the team all the best in the future.

Sincerely,

[Your Name]