

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

While I have appreciated the opportunities provided to me during my time with the company, I have found that the inconsistent hours have made it increasingly challenging for me to manage my personal commitments and maintain a work-life balance.

I am grateful for the experiences and relationships I have built while working at [Company Name]. I will do my best to ensure a smooth transition during my remaining time here.

Thank you for your understanding.

Sincerely,

[Your Name]