

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].

This decision comes after considerable thought regarding the ongoing scheduling issues I have encountered. Despite my best efforts to manage these challenges, they have ultimately become unmanageable, making it difficult for me to fulfill my responsibilities effectively.

I am grateful for the opportunities I have had while working at [Company Name] and appreciate the support I received from you and the team. I hope to ensure a smooth transition and am willing to assist in the handover process during my remaining time.

Thank you for understanding my situation. I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]