

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company's Name
Company 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 after careful consideration of my personal and professional goals. I have realized the importance of achieving a better work-life balance, and I believe stepping back from my current role is necessary to focus on my well-being.

I am grateful for the opportunities I have had at [Company's Name] and for the support of my colleagues and management during my tenure. I have learned so much and will cherish my experiences here.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the team continued success.

Sincerely,
[Your Name]