

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]

Subject: Resignation Letter

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 much consideration, as I have decided to prioritize better family integration during this time.

I am grateful for the opportunities I have had during my time here, and I sincerely appreciate the support and encouragement I have received from you and my colleagues. Working at [Company's Name] has been a valuable experience that I will always cherish.

I am committed to ensuring a smooth transition and will do everything necessary to hand over my responsibilities before my departure.

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

Sincerely,

[Your Name]