

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 has not come easily and is based on my need to prioritize my family's well-being at this time.

Working alongside you and the team has been a rewarding experience, and I hope to maintain the relationships I've built here. I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities before my departure.

Thank you for your understanding and support. I appreciate the opportunities I have had at [Company Name] and look forward to staying in touch.

Sincerely,

[Your Name]