

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's 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 has come as a result of unforeseen personal demands that require my immediate attention and commitment.

I have greatly valued my time at [Company's Name] and appreciate the opportunities I've had to grow both personally and professionally. I am grateful for the support and guidance I have received during my tenure here.

Please let me know how I can assist during the transition period. I hope to maintain our relationship in the future and wish the team continued success.

Thank you for your understanding.

Sincerely,

[Your Name]