

[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 was not made lightly, but due to critical personal commitments, I find it necessary to step down from my role. I have greatly enjoyed working with you and the team, and I deeply appreciate the opportunities I've had during my time here.

I am committed to ensuring a smooth transition and will do everything I can to assist in handing over my responsibilities before my departure. Please let me know how I can help during this time.

Thank you for your understanding and support. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]