

# Resignation Letter

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

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 come as a result of sudden life changes that require my immediate attention and support. It was not an easy decision to make, as I have greatly appreciated the opportunities for personal and professional growth that [Company Name] has provided me.

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

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

Sincerely,  
[Your Name]