

[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]

## **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].

Due to unforeseen personal circumstances, I regretfully must make this decision. It has not been an easy choice, but I believe it is necessary at this time.

I am incredibly grateful for the opportunities I have had during my time at [Company's Name] and for the support I have received from you and the team. I hope to leave on good terms and am committed to ensuring a smooth transition of my responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Name]