

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 easy and took a lot of consideration. However, due to important personal priorities that require my immediate attention, I believe it is in my best interest to step down from my role.

I am grateful for the opportunities I have had at [Company's Name] and for the support from you and my colleagues. I have learned a great deal and am thankful for the experience.

I am committed to ensuring a smooth transition and will do everything I can to complete my current responsibilities and assist in the handover process.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]