

[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 pressing personal matters, I regret to inform you that I must step away from my role.

I am grateful for the opportunities I've had during my time at [Company's Name] and appreciate the support from my colleagues and management. Please let me know how I can help during the transition period.

Thank you for your understanding.

Sincerely,

[Your Name]