

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

Due to unexpected personal emergencies, I am unable to continue my role at this time. This decision was not made lightly, and I deeply regret any inconvenience this may cause to the team.

I am committed to ensuring a smooth transition and will do my best to complete any outstanding tasks before my departure. I am grateful for the opportunities I have had at [Company's Name] and for the support from you and my colleagues.

Thank you for your understanding.

Sincerely,

[Your Name]