

# Resignation Letter

[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]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name] due to personal reasons, effective immediately.

Please understand that this decision was not easy, but I believe it is necessary for my well-being. I appreciate the opportunities and experiences I have gained while working here.

Thank you for your understanding.

Sincerely,

[Your Name]