

[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 notify you of my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has been made due to personal reasons that require my immediate attention.

I am grateful for the opportunities I've had during my time at [Company's Name]. I have enjoyed working with the team and appreciate the support and guidance provided to me. I will ensure that I complete any outstanding tasks and assist in the transition process to the best of my abilities.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]