

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Department Name]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] with [Government Agency Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to pursue a path that will allow me to achieve a better work-life balance. This was not an easy decision, as I value the experiences and opportunities I have had during my time here and appreciate the support from you and the team.

I am committed to ensuring a smooth transition and will complete any outstanding tasks and assist in the handover process over the next few weeks.

Thank you for the support and understanding. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]