

# 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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. Due to personal reasons, I have decided to step down from my managerial role. I am grateful for the opportunities I've had at [Company's Name] and the support I've received from you and the entire team.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for your understanding. I look forward to keeping in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Name]