

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 hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have decided to focus on personal matters following my extended leave of absence.

I would like to express my gratitude for the opportunities I have had at [Company's Name]. I have enjoyed working with you and the team, and I appreciate the support during my time away.

Please let me know how I can assist during the transition period. I hope to stay in touch and wish the company continued success.

Thank you for your understanding.

Sincerely,

[Your Name]