

[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], effective [Last Working Day, typically two weeks from the date above].

Unfortunately, due to unavoidable scheduling issues that have arisen in my personal life, I find it necessary to step down from my role. I appreciate the opportunities for professional and personal development that you and the company have provided me during my time here.

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

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]