

[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].

After careful consideration, I have decided to step down due to scheduling conflicts with my personal commitments that have made it difficult for me to fulfill my responsibilities to the best of my ability.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support from you and my colleagues. I will do my best to ensure a smooth transition and assist in handing over my responsibilities before my departure.

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 in the future.

Sincerely,

[Your Name]