

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 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 leave due to ongoing scheduling conflicts that have made it increasingly challenging to fulfill my responsibilities effectively. This was not an easy decision, as I have truly appreciated the opportunities I have had while working with you and the team.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities before my last day. Thank you for your understanding and support.

Sincerely,

[Your Name]