

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been easy and comes as a result of personal scheduling dilemmas that I can no longer accommodate alongside my commitments at work.

During my time at [Company Name], I have greatly appreciated the opportunities for personal and professional development. I am genuinely grateful for the support and guidance provided to me during my tenure.

I am committed to ensuring a smooth transition and will do everything in my power to hand off my responsibilities effectively. Please let me know how I can assist during this process.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to maintain a positive relationship moving forward.

Sincerely,
[Your Name]