

# Resignation Letter

[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].

This decision has not been an easy one, but due to conflicting obligations, I am unable to dedicate the time and energy that my role requires and deserves. I have enjoyed my time at [Company's Name] and appreciate the opportunities for personal and professional growth that have been provided to me.

I will do my best to ensure a smooth transition during my remaining time. Please let me know how I can help to facilitate this process.

Thank you for your understanding, and I hope to stay in touch in the future.

Sincerely,

[Your Name]