

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [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 comes after careful consideration of my current responsibilities, both professional and personal. I have found it increasingly challenging to balance my commitments, which has led to conflicts impacting my ability to perform at my best.

I am grateful for the opportunities I have had at [Company Name] and appreciate the support of my colleagues and management during my time here.

Thank you for your understanding, and I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]