

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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].

Due to recent changes in my availability, I find it necessary to step down from my role. This decision was not made lightly, and I greatly appreciate the opportunities for professional and personal development that I have received during my time here.

I am committed to making the transition as smooth as possible and will do everything I can to wrap up my responsibilities and assist in the handover process.

Thank you for your understanding and support. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]