

Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one, as my time at [Company's Name] has been incredibly rewarding. However, after careful consideration, I have concluded that I need to prioritize my work-life balance and pursue opportunities that align more closely with my personal goals.

I am grateful for the opportunities for professional and personal development that I have received during my tenure. I deeply appreciate the support and guidance provided by you and the entire team.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the team continued success in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]