

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[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 two weeks from today, [Last Working Day]. This decision was not easy and took a lot of consideration, but due to personal reasons, I have decided to step back from my work responsibilities.

I am grateful for the opportunities I've had while working at [Company Name] and I appreciate the support I've received from you and my colleagues. I will ensure that my current tasks and responsibilities are completed before my departure and am happy to assist in the transition process.

Thank you once again for everything. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]