

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].

After thoughtful consideration, I have decided to pursue opportunities that align more closely with my goals for a better work-life balance. This was not an easy decision, as I have greatly appreciated the support and opportunities that I have received during my time at [Company's Name].

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively in the remaining time.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]