

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day]. This decision was not made lightly, and it comes due to personal reasons that require my immediate attention.

I want to express my gratitude for the opportunities I've had at [Company's Name]. I have enjoyed working with a talented team and appreciate the support I've received during my time here. I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]