

# 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 careful consideration, I have decided to make this change in order to prioritize my personal time and family commitments. This decision was not easy, as I have greatly enjoyed my time at [Company's Name] and appreciate the opportunities I have been given.

I am committed to ensuring a smooth transition and will do everything I can to assist with handing over my responsibilities. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]