

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 two weeks from today, [Last Working Day]. This decision was not easy, but I have come to realize that I need to take some personal time to focus on my well-being.

I appreciate the opportunities I have had during my time at [Company's Name] and am grateful for the support from you and my colleagues. I will do my best to ensure a smooth transition before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]