

# Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter]. This decision was not easy and took a lot of consideration, but I have decided to prioritize my family and personal matters at this time.

I am incredibly grateful for the opportunities I have had while working here and for your support during my tenure. The experiences I have gained and the relationships I have built will always hold a special place in my heart.

I will do everything possible to ensure a smooth transition and will be available to assist in training my replacement or closing out my projects.

Thank you once again for the understanding and guidance you have provided. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]

[Your Contact Information]