

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].

This decision has not come easily, but after much consideration, I have decided to pursue a more balanced lifestyle that aligns with my personal goals and well-being.

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

Thank you once again for your understanding and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]