

[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 comes after careful consideration of my personal and professional goals, as I prioritize achieving a better life balance.

Working at [Company's Name] has been an invaluable experience, and I am grateful for the opportunities I've had to grow both personally and professionally. I appreciate the understanding and support from the team during my tenure here.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for all the guidance and encouragement. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]