

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 was not easy, but after careful consideration, I have decided to seek a healthier work-life integration that better aligns with my personal goals. I am grateful for the opportunities I've had here and appreciate the support from you and my colleagues during my time at the company.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in training my replacement.

Thank you for the understanding, and I hope to stay in touch in the future.

Sincerely,

[Your Name]