

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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 above]. This decision comes after careful consideration of personal reasons that require my attention.

I have truly enjoyed my time at [Company Name] and am grateful for the opportunities provided to me. Working with such a dedicated team has been an invaluable experience that I will carry with me in my future endeavors.

Thank you for your support and understanding. I am committed to making this transition as smooth as possible and will ensure that my duties are completed before my departure.

Wishing you and the team all the best in the future.

Sincerely,

[Your Name]