

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 consulting position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy to make, but I have come to realize that prioritizing my work-life balance is essential at this stage of my life. I believe that stepping away from my current role will allow me the opportunity to focus on both personal commitments and professional growth in a different capacity.

I am grateful for the support and opportunities I have received during my time at [Company's Name]. I have enjoyed working with the team and contributing to the projects we undertook together. I hope to maintain a positive relationship moving forward.

Thank you for your understanding. I will do my best to ensure a smooth transition and assist in any way during my remaining time here.

Sincerely,

[Your Name]