

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 as a Sales Representative at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, but due to unforeseen family commitments, I must prioritize my responsibilities at home.

I am grateful for the opportunities and experiences I have gained while working with you and the team. I appreciate your support and understanding during this transition.

I will ensure a smooth handover of my responsibilities and assist in training my replacement if necessary.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]