

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

This decision was not easy and involved considerable thought; however, I have come to the conclusion that I need to prioritize my work-life balance. I believe that stepping back will allow me to focus on my personal well-being and family commitments.

I want to express my gratitude for the opportunities I've had while working at [Company's Name]. I have enjoyed being part of such a dynamic team and appreciate all the support and encouragement I've received during my time here.

I am committed to ensuring a smooth transition during my remaining time and will do my best to wrap up my duties and assist in the handover process.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish you all continued success in the future.

Sincerely,

[Your Name]