

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Resignation - [Your Name]**

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come easily and is due to personal reasons that require my immediate attention. I have thoroughly enjoyed working at [Company Name] and am grateful for the opportunities to grow both personally and professionally during my time here.

I appreciate the support and guidance I have received from you and my colleagues. I will do my best to ensure a smooth transition before my departure and assist in training my replacement if needed.

Thank you once again for everything. I hope to keep in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]