

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and comes after careful consideration.

The main reason for my resignation is the upcoming office move, which has made it difficult for me to maintain a suitable work-life balance. While I have greatly enjoyed my time here and appreciate the opportunities I've had, I believe it is in my best interest to pursue a new path.

I am committed to ensuring a smooth transition and will gladly assist in the training of my replacement or passing on my responsibilities to my colleagues during the notice period.

Thank you for your support and the opportunities for professional and personal development. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]