

# Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Resignation Notice

Dear [Manager's Name],

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

This decision comes due to personal reasons that require my immediate attention. I appreciate the opportunities for professional and personal development that you have provided me during my time at [Company Name]. I have enjoyed working with my team and am grateful for the support you have offered.

I will do my best to ensure a smooth transition and assist in handing over my responsibilities before my departure.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]

[Your Contact Information]