

Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

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 [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come easily, but I must prioritize my health at this time.

Working at [Company's Name] has been a truly rewarding experience, and I am grateful for the opportunities I have had to grow both personally and professionally. I appreciate the support and guidance you have provided during my time here.

I will ensure a smooth transition by completing any outstanding tasks and assisting in the handover process to my replacement. Please let me know how I can help during this time.

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

Sincerely,

Your Name