

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

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 was not made lightly, and it is due to personal reasons that require my immediate attention.

I want to express my heartfelt gratitude for the opportunities I've had during my time at [Company Name]. I have enjoyed working with you and the team, and I will truly miss the supportive work environment.

I will do my best to ensure a smooth transition and will complete all pending assignments before my departure. Please let me know how I can assist during this time.

Thank you once again for everything. I hope to stay in touch, and I wish you and the company continued success in the future.

Sincerely,
[Your Name]