

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision comes after careful consideration of my work-life balance. I believe that stepping back will allow me to focus on my personal well-being and recharge in a fulfilling manner.

I am grateful for the opportunities I have had to grow and learn during my time at [Company Name]. I appreciate your support and understanding during this transition.

I will ensure a smooth handover of my responsibilities and will assist in any way possible to facilitate the transition. Please let me know how I can help during this period.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]