

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company's Name] effective [Last Working Day, typically two weeks from the date above].

After a long-term leave of absence for personal reasons, I have come to the difficult decision to step away from my role permanently. This choice has not come easily, as my time with [Company's Name] has been invaluable.

I am grateful for the support and opportunities I have received during my tenure with the company. I have learned so much and made many lasting connections that I will cherish moving forward.

Thank you once again for the understanding and support during my leave, and I wish the team continued success.

Sincerely,

[Your Name]