

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 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 taking a significant leave for wellness, I have come to the difficult decision that it is in my best interest to move on from my current role. This has not been an easy choice, as I have greatly valued my time with the company and the opportunities I have had to grow both personally and professionally.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively before my departure. Please let me know how I can assist during this time.

Thank you for your understanding and support. I look forward to staying in touch in the future.

Sincerely,

[Your Name]