

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above], due to personal reasons.

This decision was not easy, and it took a lot of consideration. I am grateful for the opportunities I had during my time at [Company's Name] and appreciate the support I received from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I wish the company continued success.

Sincerely,

[Your Name]