

Resignation Notice

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 of the letter].

After much consideration, I have realized that my frequent lateness has become a significant issue, affecting both my performance and the team's dynamics. I believe it is in the best interest of the company, and myself, to take this step.

I sincerely apologize for any inconvenience my tardiness may have caused, and I appreciate the support and opportunities provided to me during my time at [Company Name].

Thank you for understanding, and I wish the team and the company all the best moving forward.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]