

# 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 am writing to formally resign from my position at [Company's Name], effective two weeks from today, [Last Working Day]. This decision was not easy and required a lot of consideration, but due to personal reasons, I feel it is necessary for me to step down.

I am grateful for the opportunities I have been given during my time at [Company's Name] and for the support from you and my colleagues. I will do my best to ensure a smooth transition and complete my current responsibilities before my departure.

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

Sincerely,  
[Your Name]