

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 [Last Working Day, typically two weeks from the date above], due to personal reasons.

This was not an easy decision to make and took a lot of consideration. I genuinely appreciate the opportunities I've had to grow professionally and personally while working at [Company's Name]. I am grateful for the support and guidance I've received during my time here.

I will do my best to ensure a smooth transition, including completing my current projects and assisting in the training of my replacement if needed.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]