

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].

This decision was not easy and took a lot of consideration. Unfortunately, due to personal obligations, I have decided it is in my best interest to step down from my role.

I am grateful for the opportunities I have had during my time at [Company's Name] and for the support provided by you and my colleagues. I have learned a great deal and will always cherish my experiences here.

I will ensure that my responsibilities are transitioned smoothly and will assist in training my replacement if needed.

Thank you for your understanding.

Sincerely,

[Your Name]