

# Resignation Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

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 above]. This decision comes due to personal circumstances that require my attention and commitment.

I am grateful for the opportunities I have had during my time at [Company Name] and appreciate the support and guidance I have received from you and my colleagues.

I will do my utmost to ensure a smooth transition and will assist in any way possible during my remaining time.

Thank you for your understanding.

Sincerely,  
[Your Name]