

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## Subject: Resignation Letter

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 comes after much consideration regarding my personal commitments that require my immediate attention and cannot be neglected. I appreciate the opportunities I have been given during my time here and have greatly enjoyed working with you and the team.

I will do my best to ensure a smooth transition and will complete any outstanding work before my departure. Please let me know how I can assist during this time.

Thank you once again for your support and understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]