

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 issues that require my immediate attention.

This decision was not easy and took a lot of consideration. I have enjoyed working at [Company's Name] and am grateful for the opportunities I have been given during my time here.

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

Thank you again for the support and understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]