

[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 comes as a result of personal situations that require my immediate attention and focus.

I want to express my sincere gratitude for the opportunities and support I have received during my time at [Company's Name]. It has been a pleasure working with you and the team, and I truly appreciate the experiences and knowledge I have gained.

I will do my best to ensure a smooth transition and will be happy to assist in training my replacement or wrapping up any outstanding tasks during my remaining time.

Thank you for your understanding. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]