

[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 comes after careful consideration of personal matters that require my immediate attention. I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support and guidance I have received from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this period.

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

Sincerely,

[Your Name]