

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]

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 careful consideration and is due to some personal challenges I am currently facing. I believe it is in my best interest to focus on these matters at this time.

I want to express my gratitude for the opportunities I have had while working at [Company's Name]. I have learned so much and enjoyed collaborating with such a talented team.

I am committed to ensuring a smooth transition and will do everything necessary to hand over my responsibilities before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]