

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].

This decision comes after careful consideration of my lifestyle changes. I believe it is essential for me to focus on my personal well-being and pursue different avenues that align with my new life goals.

I am grateful for the opportunities I have had at [Company's Name] and for the support from you and my colleagues. I have enjoyed being part of the team and appreciate all the experiences I've gained while working here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities appropriately.

Thank you for your understanding.

Sincerely,

[Your Name]