

# Resignation Letter

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 mentioned above].

This decision was not made lightly, but I find it necessary to prioritize personal matters that require my attention at this time.

I am grateful for the opportunities I've had during my time at [Company's Name] and for the support provided by you and my colleagues. I have learned a lot and will carry these experiences with me throughout my career.

During the next [notice period duration], I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for your understanding.

Sincerely,

[Your Name]