

# 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]

## **Subject: Resignation Letter**

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 due to unforeseen circumstances concerning my current employment situation.

I appreciate the opportunities for personal and professional development that you have provided me during my time here. I have enjoyed working with my colleagues and contributing to the team.

Thank you for your understanding.

Sincerely,

[Your Name]