

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Resignation**

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 took a lot of consideration. However, due to personal reasons, I find it necessary to step back from my role.

I am grateful for the opportunities I have had while working here and appreciate your support during my tenure. I will do my best to ensure a smooth transition over the next few weeks.

Thank you once again for everything.

Sincerely,

[Your Name]