

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date].

Due to the increased work obligations and my growing personal commitments, I find it necessary to step back from my role. This decision was not made lightly, as I have greatly valued my time with the company and the opportunities I have had to grow and contribute.

I appreciate the support and guidance I have received during my tenure and hope to maintain a positive relationship in the future.

Thank you for understanding my situation. I am committed to making this transition as smooth as possible and will do everything necessary to ensure a thorough handover of my responsibilities.

Sincerely,
[Your Name]