

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 hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to step down due to personal life priorities that require my immediate attention. This was not an easy decision, but I believe it is necessary for my well-being and future aspirations.

I am truly grateful for the opportunities I have had while working here and for the support I received from you and the team. I have enjoyed my time at [Company's Name] and will carry the experiences with me into my next chapter.

I will ensure a smooth transition of my responsibilities over the coming weeks and am happy to assist in training my replacement if needed.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]