

Resignation Letter

[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]. This decision comes after my recent time off without pay and is prompted by personal circumstances that require my full attention.

I want to express my sincere gratitude for the opportunities I've had during my time with [Company Name]. I appreciate the support and understanding from you and the team.

Please let me know how I can assist during the transition period. I wish the company continued success in the future.

Thank you for everything.

Sincerely,

[Your Name]