

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]

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 has not come easily, but after careful consideration, I have decided to shift my personal priorities and focus on [briefly explain your reason, e.g., family, health, education]. I believe this change is necessary for my personal growth and overall well-being.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support and guidance I have received from you and my colleagues. I will do everything possible to ensure a smooth transition and assist in handing over my responsibilities.

Thank you once again for understanding, and I hope to stay in touch in the future.

Sincerely,

[Your Name]