

# 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 was not made lightly, but I have realized the necessity of achieving a better work-life balance. I believe it is crucial for both my personal well-being and my professional effectiveness.

I am grateful for the opportunities for personal and professional development that you have provided during my time here. I appreciate the support and mentorship that I have received and will cherish the experiences I have gained.

I will do my utmost to ensure a smooth transition and will gladly assist in training my replacement during my remaining time.

Thank you for your understanding. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]