

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, typically two weeks from the date above]. After careful consideration, I have decided to make a change in my life priorities, especially following my recent break.

During my remaining time, I am committed to ensuring a smooth transition and will assist in transferring my responsibilities as needed.

Thank you once again for the opportunities and support. I hope to stay in touch and wish the company continued success.

Sincerely,
[Your Name]