

Resignation Letter

Date: [Insert Date]

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]. This decision comes as a result of a significant life change that I am about to undertake.

I have greatly valued my time at [Company Name] and sincerely appreciate the opportunities for professional and personal growth that you have provided me during my tenure. I have enjoyed working alongside such a talented team and will cherish the experiences I've gained.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for your understanding and support. I look forward to staying in touch in the future.

Sincerely,

[Your Name]

[Your Contact Information]