

[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 been prompted by unforeseen logistical difficulties that have arisen in my personal circumstances, making it increasingly challenging for me to fulfill my duties effectively. I assure you that this decision was not made lightly.

I am committed to ensuring a smooth transition and will do my utmost to hand over my responsibilities during my remaining time. I appreciate the opportunities I have had during my tenure at [Company's Name] and the support provided by you and the team.

Thank you for your understanding.

Sincerely,
[Your Name]