

Resignation Letter

John Doe
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Anytown, USA 12345
johndoe@email.com
(123) 456-7890
[Date]

Jane Smith
Manager
ABC Company
456 Business Rd.
Anytown, USA 12345

Dear Jane,

I am writing to formally resign from my position at ABC Company, effective two weeks from today, [Last Working Day]. This decision has been difficult, but I have been facing ongoing transportation issues that have made it increasingly challenging for me to commute to work reliably.

I am grateful for the opportunities I've had while working at ABC Company and appreciate the support and guidance you have provided during my tenure. I will do everything I can to ensure a smooth transition in my remaining time here.

Thank you for your understanding.

Sincerely,
John Doe