

# Resignation Letter

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Your Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

After careful consideration, I have decided to resign due to ongoing logistical challenges with my daily commute. Despite my best efforts to manage the situation, I find it increasingly difficult to meet both my professional and personal commitments effectively.

I am truly grateful for the opportunities I have had during my time at [Your Company Name] and for the support and encouragement from the team. I have learned a great deal and will always cherish my experiences here.

In the coming weeks, I am committed to ensuring a smooth transition and will do everything possible to assist in handing off my responsibilities.

Thank you once again for the opportunity to be part of [Your Company Name]. I hope to stay in touch and wish the company continued success.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Email Address]  
[Your Phone Number]