

[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].

This decision was not made lightly, but I have been facing significant difficulties with my travel arrangements to and from work. The long commute has impacted my productivity and work-life balance, leading me to believe that a change is necessary for my personal well-being.

I appreciate the opportunities I have had during my time here and the support from you and my colleagues. I will do my best to ensure a smooth transition and will be available to help train my replacement if needed.

Thank you for your understanding.

Sincerely,

[Your Name]