

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

Over the past few months, I have faced significant obstacles in my daily travel to the office. The increased commute time and associated stresses have impacted my productivity and overall well-being, leading me to the difficult decision to step down from my role.

I want to express my gratitude for the opportunities I have had at [Company's Name] and for the support from my colleagues. I am committed to ensuring a smooth transition of my responsibilities during my remaining time.

Thank you for your understanding.

Sincerely,

[Your Name]