

Resignation Letter

[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]

Subject: Resignation - [Your Name]

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].

After careful consideration, I have decided to step down due to increasing travel constraints that are impacting my ability to perform my job effectively. The demands of travel have taken a toll on my work-life balance, and I believe it is in the best interest of both myself and the company for me to resign.

I am truly grateful for the opportunities and experiences I have gained during my time at [Company's Name]. I appreciate your understanding regarding my decision, and I am committed to ensuring a smooth transition of my responsibilities during my remaining time here.

Thank you once again for your support and encouragement throughout my tenure. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]