

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]

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].

This decision was not easy, as I have enjoyed my time working with you and the team. However, due to greater commitments in my personal life, I believe it is in my best interest to step down at this time.

I want to express my gratitude for the opportunities for professional and personal development that you have provided during my tenure. I have greatly appreciated the chance to work with a talented team and to be part of such a supportive environment.

Please let me know how I can help during the transition. I hope to maintain a positive relationship moving forward and wish [Company's Name] continued success.

Thank you once again for everything.

Sincerely,

[Your Name]