

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, typically two weeks from the date above].

This decision has not come lightly, but I have found the responsibilities of my role to be overwhelming and unsustainable in the current circumstances. I believe it is in the best interest of both myself and the company to step aside and allow for a transition.

I appreciate the opportunities I've had during my time at [Company's Name] and have learned a great deal. I am grateful for the support of you and the team. I will do everything I can to ensure a smooth transition during my remaining time here.

Thank you for your understanding.

Sincerely,

[Your Name]