

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your 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 today].

Over the past [duration of time], I have greatly appreciated the opportunities to grow and develop within my role. However, I have recently experienced a surge in responsibilities that has led me to reevaluate my work-life balance.

While I am grateful for the trust and opportunities granted to me, I believe it is in my best interest to step away and allow someone else to take on my responsibilities. I am committed to ensuring a smooth transition and will do my utmost to complete my tasks and assist in the handover process during my remaining time here.

Thank you for your guidance and support during my tenure at [Company's Name]. I wish you and the team all the best for the future.

Sincerely,

[Your Name]