

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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 the date above].

This decision was not an easy one, but due to increased obligations in my personal life, I find that I am unable to dedicate the time and energy that my role at [Company's Name] deserves. I believe it is in the best interest of both the team and myself to step down at this time.

I am very grateful for the opportunities I have received during my time at [Company's Name] and I appreciate the support and guidance provided by you and my colleagues. I will ensure a smooth transition of my responsibilities before my departure.

Thank you once again for everything. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]