

# 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 comes as a result of a change in my personal circumstances that require my immediate attention. It has not been an easy decision to make, as I have greatly valued my time at [Company's Name] and the opportunities I have received.

I appreciate the support and guidance you have provided during my tenure. I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]