

# 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 comes after careful consideration of my community engagement priorities that require my attention and commitment. I believe this is the right time for me to focus on these important endeavors.

I am sincerely grateful for the opportunities I've had during my time at [Company's Name]. I appreciate the support, guidance, and friendships I have cultivated within our team.

Please let me know how I can assist during the transition period. I want to ensure a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch in the future.

Sincerely,

[Your Name]