

# 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 is not an easy one and comes after much consideration of my personal life changes. Due to recent developments in my life that require my attention and focus, I believe it is in my best interest to step away from my professional responsibilities.

I want to express my sincere gratitude for the opportunities I have had at [Company's Name]. I have learned and grown so much during my time here, and I am truly thankful for the support from you and my colleagues.

I am committed to ensuring a smooth transition and will do all I can to wrap up my duties and assist in the handover process during my remaining time.

Thank you once again for everything. I hope to keep in touch and wish you and the team all the best in the future.

Sincerely,

[Your Name]