

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 two weeks from today, [Last Working Day].

This decision was not easy and took a lot of consideration. Due to personal commitments that require my immediate attention, I have decided to step down.

I want to express my gratitude for the opportunities I have had at [Company's Name] and for the support you have provided during my tenure. I have enjoyed working with the team and I appreciate the experiences and skills I have gained during my time here.

During the remaining weeks, I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively.

Thank you once again for your understanding. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]