

# 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].

Due to unexpected personal matters that require my immediate attention, I have made the difficult decision to step down. This decision was not made lightly, and I sincerely apologize for any inconvenience my departure may cause.

I am truly grateful for the opportunities I have had during my time at [Company's Name] and for the support and guidance you have provided. I have learned a great deal and will always cherish my experiences here.

I am committed to ensuring a smooth transition and will do my best to hand off my responsibilities before my departure. Please let me know how I can help during this time.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]