

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company Name

Company Address

City, State, Zip Code

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come lightly, but due to personal priorities that require my immediate attention, I must step down from my role.

I am truly grateful for the opportunities I've had at [Company Name] and the support from you and the team. I have learned a great deal during my time here, and I appreciate all the experiences that have contributed to my professional growth.

I will ensure a smooth transition of my responsibilities before my departure and am happy to assist in training a replacement if needed.

Thank you once again for your understanding. I hope to keep in touch and wish the company continued success in the future.

Sincerely,

[Your Name]