

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].

This decision has not come lightly; however, due to personal affairs that require my immediate attention, I must step back from my professional responsibilities. I believe this is the best course of action for all parties involved.

I would like to express my gratitude for the opportunities I have had during my time here. I have learned a great deal and have enjoyed working with you and the entire team. I hope to maintain our professional relationship in the future.

Thank you for your understanding.

Sincerely,

[Your Name]