

# 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 was not an easy one and involved considerable thought. Due to personal responsibilities that require my immediate attention, I feel it is in the best interest of my family and myself to step away from my role at this time.

I am very grateful for the opportunities I have been given at [Company's Name] and for the chance to work alongside such a wonderful team. I appreciate the support I have received during my time here, and I will always look back on my experience with fondness.

In the coming weeks, I am committed to ensuring a smooth transition. Please let me know how I can assist during this period.

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

Sincerely,

[Your Name]