

[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 was not easy and comes after careful consideration of my personal challenges that require my immediate attention. I believe it is in the best interest of both myself and the company for me to step down at this time.

I want to express my gratitude for the opportunities I have had during my time here. I have greatly appreciated the support and guidance provided by you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties during my notice period.

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

Sincerely,

[Your Name]