

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 of this letter].

This decision was not made lightly, but due to personal circumstances, I feel it is necessary for me to step away from my role. I am grateful for the opportunities I have had during my time at [Company's Name] and for the support from you and my colleagues.

I will ensure that all my responsibilities are handed off smoothly and will do my best to assist in the transition process. Please let me know how I can help during this period.

Thank you once again for the opportunity to be part of [Company's Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]