

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 above]. This decision was not easy and required considerable thought, as I have greatly valued my time here.

However, I have come to realize that I need to prioritize my work-life balance, which has become increasingly important to me. After much reflection, I believe this is the best step for my personal well-being and future career development.

I am truly grateful for the opportunities I have had at [Company's Name] and for all the support from my colleagues and management. I will do everything possible to ensure a smooth transition during my remaining time here.

Thank you once again for the chance to be a part of [Company's Name]. I hope to stay in touch and wish everyone the best in the future.

Sincerely,

[Your Name]