

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Resignation Letter - [Your Name]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from date above].

This decision is due to personal reasons. I appreciate the opportunities and experiences I have gained during my time here.

I am committed to ensuring a smooth transition and will do my best to complete my duties in the notice period.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]