

[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 hope this message finds you well.

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. I have taken this decision after careful consideration due to [briefly mention the difficult situation, e.g., personal circumstances, health issues, or family obligations], which require my immediate attention and commitment.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. Working with you and the team has been a valuable experience, and I appreciate the support and guidance I have received.

I understand the timing is not ideal, and I am committed to ensuring a smooth transition. I am willing to assist in training my replacement or handing over my responsibilities in the coming weeks.

Thank you once again for your understanding. I hope to keep in touch, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]