

[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 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 an easy one and is due to personal reasons that require my immediate attention.

I am grateful for the opportunities and support I have received during my time at [Company's Name]. I appreciate the chance to work with you and the team.

I will ensure a smooth transition of my responsibilities during my remaining time here.

Thank you once again for your understanding.

Sincerely,

[Your Name]