

[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 comes as a result of my recent jury duty summons, which requires my full attention and commitment. Unfortunately, this obligation will prevent me from fulfilling my responsibilities at work.

I appreciate the opportunities I've had during my time at [Company's Name] and the support from you and my colleagues. I wish the team continued success.

Thank you for your understanding.

Sincerely,
[Your Name]