

[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. It is with a heavy heart that I write this letter to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come easily, as my time at [Company's Name] has been filled with valuable experiences and meaningful relationships. I have cherished the opportunities for personal and professional growth during my tenure here. Each moment has contributed to my development, and I will always hold a deep appreciation for the support and camaraderie of my colleagues.

However, after much reflection, I have come to realize that it is essential for me to pursue a different path. This choice stems from a place of necessity rather than desire, as I navigate personal circumstances that require my attention and focus.

I am committed to ensuring a smooth transition and will do everything in my power to assist in handing over my responsibilities in the coming weeks. Please let me know how I can help during this period.

Thank you for your understanding and support in this difficult decision. I genuinely hope to keep in touch, as I value the relationships I have built here.

Wishing you and the team all the best for the future.

Sincerely,
[Your Name]