[Date]

[Manager’s Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager’s Name],

I am writing to formally express my intent to resign from my position as [Your Position] at [Company Name], effective [Last Working Day], due to personal reasons that require my immediate focus and attention.

I have thoroughly enjoyed my time working at [Company Name] and I am genuinely grateful for the opportunities and experiences that I have gained during my tenure. I have the privilege of working with an exceptional team and I have learned valuable skills that I will carry with me throughout my career.

I would like to express my appreciation for your guidance and support during my time here. Your leadership and mentorship have played a significant role in my professional development, and I am thankful for the trust and confidence you have placed in me.

I will make every effort to ensure a smooth transition during my notice period. I am open to assisting in finding and training my replacement, as well as completing any outstanding projects or tasks.

Please let me know how I can be of assistance during this transition period. I am committed to ensuring a seamless handover to my colleagues to minimize any disruption to the team and the organization.

Thank you for your understanding and support. Please do not hesitate to reach out to me if you require any further information or assistance.

Sincerely,

[Your Name]