

Formal Detailed Resignation Letter

Subject: Formal Resignation Submission

Dear [Manager Name],

Please accept this letter as formal notice of my resignation from my role as [Your Position] at [Company Name], effective [Last Working Day]. The reason for this decision is [Reason, e.g., health concerns or career change].

I will do my best to complete ongoing tasks and assist in the handover process to ensure a smooth transition.

Thank you for the opportunities and support provided during my tenure.

Respectfully,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-resignation-letter-with-reason>