

[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 of the letter].

This decision was not easy and comes after careful consideration of personal reasons that require my immediate attention. I am grateful for the opportunities I've had during my time at [Company's Name] and appreciate your support and guidance throughout my tenure.

I will ensure a smooth transition of my responsibilities during the notice period. Please let me know how I can assist in this process.

Thank you once again for everything. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]