

[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].

The decision to resign was not an easy one, but due to [reason for leaving, e.g., personal reasons, family commitments, a new job opportunity], I believe it is the best choice for my future.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support and guidance I have received from you and my colleagues. I am committed to ensuring a smooth transition and will do everything possible to complete my responsibilities and assist in handing over my duties before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,
[Your Name]