

[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. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I am incredibly grateful for the opportunities I've had to grow both professionally and personally during my time here.

I want to extend my heartfelt thanks for your support and guidance. I appreciate the chance to work with a talented team and contribute to the projects that have challenged and inspired me.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can help during this process.

Thank you once again for everything. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]