

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

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

This decision has not come easily, but due to personal reasons, I feel that it is necessary for me to step back at this time. I am grateful for the opportunities I have had during my time at the company and appreciate the support and collaboration from you and my colleagues.

I am committed to ensuring a smooth transition and will do my best to complete any outstanding projects and assist in training my replacement if needed.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]