

[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 letter 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, as I have enjoyed my time working with an innovative team that values freedom and creativity. However, I believe it is time for me to explore new opportunities that align with my personal and professional growth.

I am committed to ensuring a smooth transition and will assist in handing off my responsibilities as needed. Thank you for the opportunities for growth and development I've experienced here.

Wishing the team continued success.

Sincerely,  
[Your Name]