

[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 in great spirits. After much contemplation, I have decided to embark on a new chapter in my career and hereby submit my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have cherished my time at [Company's Name]. The experiences and friendships I have cultivated here will always hold a special place in my heart. I am genuinely grateful for the opportunities for growth and learning that I have received during my tenure.

To ensure a smooth transition, I am more than willing to assist in training my replacement and wrapping up my current projects. I aspire for my departure to be as seamless as possible for the team and the company. Thank you once again for the support and guidance you have provided me. I look forward to staying in touch, and I hope our paths cross again in the future.

Warmest regards,  
[Your Name]