

[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]. This decision has not come easily, but due to personal reasons, I feel it is necessary for me to step down from my role. I am grateful for the opportunities I have had during my time with the company and appreciate the support and guidance I have received.

I will ensure a smooth transition and will do everything possible to wrap up my responsibilities and assist in training my replacement.

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

Sincerely,
[Your Name]