

[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 been easy for me, but after careful consideration, I have decided to [reason for resignation, e.g., pursue a new opportunity, relocate, focus on personal circumstances].

I am incredibly grateful for the opportunities I've had during my time at [Company's Name]. I appreciate the support and encouragement you've provided me throughout my tenure.

I am committed to ensuring a smooth transition and would be happy to assist in training my replacement or handing off my responsibilities. Thank you once again for everything. I hope to stay in touch, and I wish continued success for the team and the company.

Sincerely,
[Your Name]