

[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 was not easy to make, but I believe it is the best choice for my personal and professional growth. I am grateful for the opportunities I have had during my time at [Company's Name] and for the support from you and my colleagues.

I will ensure a smooth transition by [briefly explain how you will help during the transition, e.g., training a replacement, completing tasks, etc.].

Thank you once again for the experience and opportunities. I hope to keep in touch, and I wish the company continued success.

Sincerely,

[Your Name]