

[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 of the letter].

I have accepted a new opportunity that will allow me to further grow and develop my career. This was not an easy decision, as I have greatly enjoyed working with you and the team. I am grateful for the support and guidance you have provided during my time here.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure. I am happy to assist in training my replacement or passing on my responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and wish you and the team continued success.

Sincerely,
[Your Name]