

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

This decision was not easy and took a lot of consideration. However, I feel it is time for me to pursue new opportunities and challenges. I am committed to ensuring a smooth transition during my notice period and will do everything in my power to facilitate this.

Thank you for the support and opportunities for personal and professional development that you have provided me during my time at [Company Name]. I genuinely appreciate the chance to work alongside such a talented team. Please feel free to reach out if you need assistance during my remaining time or if there is anything specific you would like me to address before my departure.

Sincerely,
[Your Name]