

[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 hope this letter finds you well. It is with a heavy heart that I write 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 for me. I have greatly valued the opportunities I have had to grow professionally and personally, surrounded by such a supportive and talented team. The experiences I gained here will always hold a special place in my heart.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities. Please let me know how I can help during this process.

Thank you once again for the support and understanding during my time at [Company's Name]. I hope to keep in touch in the future.

Warm regards,

[Your Name]