

[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 made lightly, as I have greatly valued my time at [Company's Name]. I appreciate the opportunities for personal and professional development that I have received during my time here. I am grateful for the support and guidance you have provided, as well as the camaraderie of my colleagues.

I am committed to ensuring a smooth transition during my remaining time, and I will do everything I can to wrap up my responsibilities or help train my successor. Please let me know how I can assist in this process. Thank you once again for the opportunities and support. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]