

[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 above].

This decision was not easy and took a lot of consideration. I have enjoyed working at [Company Name] and am grateful for the opportunities for personal and professional development that you have provided me.

I will do my utmost to ensure a smooth transition and will be available to assist in training my replacement or wrapping up my projects.

Thank you once again for the support and guidance during my time here. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]