

[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 hope this message finds you well.

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 to make, as I have greatly enjoyed working with you and the entire team.

I am truly grateful for the opportunities I have had during my time at [Company Name], and I appreciate the support and guidance you have provided. I have learned a great deal and will always cherish my experience here.

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

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Best regards,

[Your Name]