

[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 easy and took a lot of consideration. However, I believe it is time for me to pursue new opportunities and challenges. I am grateful for the experiences I've had during my time here and for the support from you and the team.

I am committed to ensuring a smooth transition and will assist in any way I can during my remaining time. Please let me know how I can help during this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the company continued success.

Sincerely,
[Your Name]