

[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 letter 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 made lightly, as my time at [Company Name] has been incredibly rewarding. I have cherished the opportunity to work alongside such a talented and dedicated team, and I am genuinely grateful for the support, encouragement, and learning experiences I have received during my tenure.

I want to express my heartfelt thanks for the mentorship you have provided me, and the valuable experiences I have gained that will undoubtedly assist me in my future endeavors. I will do my best to ensure a seamless transition and complete any outstanding tasks before my departure.

Please let me know how I can assist during this transition period. I hope to maintain our professional relationship going forward, and I genuinely look forward to crossing paths in the future.

Thank you once again for everything.

Sincerely,

[Your Name]