

[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 it has come after careful consideration of my career path and personal goals. I am grateful for the opportunities I have had during my time at [Company's Name] and for the support and guidance I received from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to leave my responsibilities in good order. Please let me know how I can assist during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]