

[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, as I have greatly enjoyed working at [Company's Name] and appreciate the opportunities for professional and personal development. I have learned a lot during my time here and am grateful for the support and encouragement I have received from you and my colleagues.

I will do everything I can to ensure a smooth transition, including completing my current responsibilities and training team members if needed.

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 to cross paths again in the future.

Sincerely,  
[Your Name]