

[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 was not an easy decision, but I believe it is the right one for my career and personal growth. I am grateful for the opportunities I have had at [Company's Name] and for the support of my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company's Name].

Sincerely,
[Your Name]