

[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 made lightly, but due to [brief reason for early departure, e.g., personal reasons, new opportunity, etc.], I believe it is in the best interest of both myself and the company.

I am grateful for the opportunities I have had at [Company's Name] and appreciate your support during my time here. I am committed to ensuring a smooth transition, and I will do everything possible in my remaining time to hand over my responsibilities.

Thank you once again for the support and guidance you've provided. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]