

[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 hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above, unless otherwise specified].

I understand that my decision may come as a surprise, and I sincerely appreciate the opportunities I have had during my time at the company. I have learned a great deal and enjoyed working with you and the team.

Due to [brief reason for early release, if comfortable sharing], I must leave my position earlier than expected. I am committed to making this transition as smooth as possible. I am happy to assist in training my replacement and will ensure that all my current projects are up to date before my departure.

Thank you for your understanding and support during this time. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

**\*\*Tips:\*\***

1. Keep it professional and concise.
2. Provide a specific last working day.
3. Offer assistance during the transition.
4. Maintain a positive tone and express gratitude.