

[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].

I appreciate the opportunities I've had during my time here and am grateful for the support I've received from you and my colleagues. Unfortunately, due to [brief reason for leaving, if comfortable sharing], I've made the decision to leave earlier than planned.

I will do my best to ensure a smooth transition in my remaining time and am willing to assist in training my replacement or completing outstanding tasks.

Thank you once again for everything. I hope to stay in touch and wish everyone at [Company's Name] continued success.

Sincerely,
[Your Name]