

[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 of the letter]. Due to [brief explanation of reason, if comfortable], I kindly request an early relieving from my duties.

I appreciate the opportunities I've had during my time at the company and am grateful for the support from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you for your understanding.

Sincerely,
[Your Name]