

[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].

This decision was not easy, but after careful consideration, I believe it is in my best interest to pursue new opportunities. I am grateful for the support, guidance, and opportunities I have received during my time at [Company's Name].

I will do my best to ensure a smooth transition of my responsibilities before my departure. Please let me know how I can assist during this period.

Thank you once again for the opportunities I have had at [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]