

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I want to express my gratitude for the opportunities I have had to grow and develop during my time here. I appreciate the experiences and challenges that have helped shape my professional journey.

I am committed to ensuring a smooth transition and will do everything possible to assist in handing over my responsibilities. Please let me know how I can help during this process.

Thank you once again for the opportunity to be part of [Company's Name].

I wish you and the team continued success in the future.

Sincerely,

[Your Name]