

[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 want to express my heartfelt appreciation for the opportunities I have had during my time at [Company's Name]. I am truly grateful for the support, mentorship, and guidance you and my colleagues have provided throughout my tenure. It has been a rewarding experience that has significantly contributed to my professional growth.

I will do my utmost to ensure a smooth transition and will be happy to assist in training my replacement or handing over my responsibilities. Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]