

[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 [Current Position] with [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly enjoyed my time at [Company's Name] and am grateful for the opportunities I have had to grow professionally and personally. Additionally, I would like to request a transfer to [Desired Position/Department] at [New Location/Department], if possible. I believe this opportunity aligns well with my career goals and would greatly appreciate your consideration.

Thank you for your support and understanding. I am committed to ensuring a smooth transition and will do everything I can to assist during this time.

Sincerely,  
[Your Name]