

[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]. This decision was not easy to make, but due to personal reasons, I feel it is necessary for me to step away from my role. I am grateful for the opportunities and experiences I have gained while working with you and the rest of the team.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure.

Thank you once again for your support and understanding.

Sincerely,  
[Your Name]