

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

This decision was not easy, and it took a lot of consideration. I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support and guidance provided by you and the entire team.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]