

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work with a talented team and contribute to [specific projects or experiences]. This decision was not easy, but I believe it is the best choice for my career at this time.

I am committed to ensuring a smooth transition and will gladly assist in training my replacement or handing off my responsibilities.

Thank you for your understanding and support. I look forward to staying in touch.

Sincerely,
[Your Name]