

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

I have greatly valued the experience and skills I've gained during my time here, and I appreciate the opportunities I've had to work alongside such a talented team. However, I have decided to pursue [brief reason for leaving, e.g., further academic studies, another job opportunity, personal reasons, etc.].

I am committed to ensuring a smooth transition and will do my best to wrap up my projects and assist in the handover of my responsibilities. Thank you once again for the opportunities for personal and professional development. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]