

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

While my time here has been brief, I truly appreciate the opportunities I've had to learn and grow during my tenure. This decision was not made lightly, but I believe it is the best choice for my personal and professional development at this time.

I am committed to ensuring a smooth transition and will do my utmost to complete my assignments and assist in the handover process during my remaining time here.

Thank you for your understanding and support. I hope to keep in touch and wish the team continued success.

Sincerely,
[Your Name]