

[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 made lightly, and I have truly enjoyed my time here. However, I have accepted an opportunity that will allow me to further my career and grow in new directions.

I am grateful for the support and guidance you and the team have provided during my time at [Company's Name]. I hope to leave my position with everything in order and will do my utmost to ensure a smooth transition. Thank you once again for the opportunities I have been given at [Company's Name]. I look forward to staying in touch and wish you and the company all the best in the future.

Sincerely,
[Your Name]