

[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]. I want to take this opportunity to express my heartfelt gratitude for the support and opportunities for professional growth that I have received during my time here. Working under your leadership has been a truly enriching experience, and I am grateful for the chance to collaborate with such a talented team.

I have learned invaluable skills and have been inspired by the company's dedication to excellence and innovation. I will always cherish the memories and relationships formed here.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to stay in touch and wish you and the team continued success in the future.

Sincerely,
[Your Name]