

[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 notify you of my decision to separate from my position at [Company's Name], effective [Last Working Day, e.g., two weeks from today's date].

This decision was not easy and took a lot of consideration. However, I believe it is time for me to explore new opportunities and challenges. I am grateful for the experiences and knowledge I have gained during my time here and appreciate the support from you and my colleagues.

I will do everything possible to ensure a smooth transition and will be happy to assist in training my replacement or wrapping up any pending projects.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish everyone much success in the future.

Sincerely,

[Your Name]  
[Your Job Title]