

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Department Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Agency Name], effective [Last Working Day, typically two weeks from the date of the letter].

I appreciate the opportunities I've had at [Agency Name] and am grateful for the support from you and my colleagues. This decision was not easy, but I believe it is in my best interest moving forward.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities.

Thank you once again for the experience and support during my time at [Agency Name].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]