

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR 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]. This decision was not made lightly, as I have greatly valued my time here and the opportunity to work alongside such a talented team. However, due to [brief explanation of reason, e.g., personal circumstances, health issues, etc.], I believe it is in both my and the company's best interest to step down.

I am deeply grateful for the support, guidance, and opportunities I have received during my tenure. I will ensure that all my responsibilities are transitioned smoothly, and I am happy to assist in training my replacement if needed.

Thank you once again for everything. I will always cherish my time at [Company Name] and look forward to staying in touch.

Warm regards,
[Your Name]