

[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 as HR Manager at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I have enjoyed working at [Company's Name] and am grateful for the opportunities to grow professionally and personally. I have appreciated the chance to work with a talented team and contribute to the company's goals.

I will ensure a smooth transition and will do everything possible to hand over my responsibilities effectively in my remaining time. Please let me know how I can help during this transition.

Thank you once again for the opportunity to be part of [Company's Name].

I look forward to staying in touch.

Sincerely,
[Your Name]