

[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 am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my sincere gratitude for the opportunities I've had during my time here. Working with such a talented team and under supportive management has been a truly rewarding experience. I appreciate the guidance and encouragement I've received, which have significantly contributed to my professional growth.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and train my successor, if applicable.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]