

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

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

Dear [Manager's Name],

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

This decision was not easy and took a lot of consideration. However, after much thought, I have decided to pursue an opportunity that will help me achieve my career goals. I am grateful for the opportunities for personal and professional development that you and the company have provided me during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this transition period.

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

I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,  
[Your Name]