

[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 [Your Job Title] 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 am grateful for the opportunity to work with an exceptional team and learn from the leadership at [Company's Name].

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

Thank you for the support and guidance throughout my time here. I look forward to staying in touch.

Sincerely,  
[Your Name]