

[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 at [Company's Name], effective two weeks from today, [Last Working Day, Date].

This was not an easy decision for me, but I believe it is the right one for my personal and professional growth. I am grateful for the opportunities I have had during my time at [Company's Name].

I will do everything I can to ensure a smooth transition and will work diligently to complete any pending tasks. Please let me know how I can assist during this transition.

Thank you once again for the support and guidance you've provided throughout my time at the company.

Sincerely,
[Your Name]