

[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 [Last Working Day, typically two weeks from the date above]. This decision was not easy to make, and I am grateful for the opportunities I've had to grow and learn during my time here. I appreciate the support from you and my colleagues, and I am proud to have been part of such a great team.

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 period.

Thank you once again for the opportunities and experiences I've gained while working at [Company's Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,
[Your Name]