

[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 hope this message finds you well. It is with a mix of excitement and bittersweet nostalgia that I submit my formal resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Working here has been an incredible journey filled with growth, challenges, and numerous unforgettable moments. From our brainstorming sessions that turned ideas into projects to the coffee breaks that turned into life lessons, these experiences will always hold a special place in my heart.

However, I have decided to take a leap into new horizons and pursue [brief mention of what you'll be doing next, e.g., a new job, further education, travel]. This is a decision I've made after careful consideration, and I am genuinely looking forward to the next chapter of my career.

I would like to extend my deepest gratitude for your mentorship and support throughout my tenure here. I appreciate the opportunities I've had and the friendships I've formed. I am committed to ensuring a smooth transition, and I am more than willing to assist in training my replacement or wrapping up any ongoing projects.

Please let me know how I can help during this transition period. I hope to keep in touch as I embark on this new adventure.

Thank you once again for everything. Wishing you and the team all the best.

Warm regards,  
[Your Name]