

[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 made lightly, and it comes after careful consideration of my career goals and personal aspirations. I have truly appreciated the opportunities for professional and personal development at [Company's Name].

During my time here, I have enjoyed working alongside an incredibly talented team and am grateful for the support and guidance I received from you and my colleagues. I am proud of the contributions I have made during my tenure and the relationships I have built.

I will do everything I can to ensure a smooth transition. Please let me know if there are specific tasks or projects you would like me to focus on during my remaining time in the office.

Thank you once again for the opportunity to be part of [Company's Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,
[Your Name]