

[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. 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, as my time at [Company's Name] has been both fulfilling and enriching. I am deeply grateful for the opportunities to grow professionally and personally under your guidance. I have genuinely enjoyed working with our team, and I will cherish the relationships I have built here.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in training my successor or transferring any projects currently in progress. Thank you once again for the support and encouragement you have provided throughout my tenure. I look forward to staying in touch and wish you and the team continued success in the future.

Warmest regards,  
[Your Name]