

[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 was not an easy decision to make, as my time at [Company's Name] has been truly rewarding. I am incredibly grateful for the opportunities I've had to grow both personally and professionally during my time here. The support from you and my colleagues has been invaluable, and I will cherish the friendships and experiences I've gained.

I appreciate the guidance and mentorship you have provided, which has significantly shaped my career path. I will do everything I can to ensure a smooth transition, and I am happy to assist in training my replacement if needed.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Warm regards,

[Your Name]