

[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 easy and took a lot of consideration.

I am truly grateful for the opportunities I have had during my time here and the support I've received from you and the entire team. I have learned so much and will always value the experiences we've shared.

Please let me know how I can assist during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I hope to keep in touch and wish everyone at [Company's Name] continued success.

Warm regards,

[Your Name]