

[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 notify you of my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, and it took a lot of consideration. I am grateful for the opportunities I have had during my time at [Company's Name] and for the support from you and the team.

I will ensure a smooth transition and assist in training my replacement as needed.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]