

[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]. I have appreciated the opportunity to work with the team and contribute to [specific projects or experiences], but I have decided to pursue [a new opportunity/another career path/personal reasons].

I am committed to ensuring a smooth transition and will do everything possible during my notice period to hand over my responsibilities.

Thank you for the support and opportunities for growth that you have provided me during my time at [Company's Name].

Sincerely,
[Your Name]