

[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 of the letter].

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support and guidance from you and my colleagues. This decision was not made lightly, but I believe it is time for me to pursue new challenges and opportunities.

I will ensure that all my responsibilities are handled smoothly during my transition. Please let me know how I can assist during this time.

Thank you again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]