

[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]. This decision was not easy, and I have given it a great deal of thought. I appreciate the opportunities for professional and personal development that I have received during my time at [Company's Name]. It has been a pleasure working with you and the team.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this transition.

Thank you once again for the support and guidance during my tenure. I hope to keep in touch in the future.

Sincerely,
[Your Name]