

[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 appreciate the opportunities I've had during my time at [Company's Name] and the support I've received from you and my colleagues. This decision was not easy, but I believe it is the right step for me at this time.

I am committed to ensuring a smooth transition and will do my best to complete my current projects and assist in handing over my responsibilities.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]