

[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 announce my resignation from [Your Position] at [Company's Name], effective two weeks from today, [Last Working Day]. This decision was not easy, and I appreciate the opportunities for professional and personal development that I have received during my time here.

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

Thank you for your understanding.

Sincerely,
[Your Name]