

[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 you and the team during my time at [Company's Name]. This decision was not easy and required much consideration, but I believe it is the right step for my career at this time.

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

Thank you again for the opportunities and support during my tenure. I hope to keep in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]