

[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 hope this message finds you well.

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, as I have greatly enjoyed working with you and the entire team.

I am truly grateful for the opportunities I've had here and the support I've received. I have learned so much and will cherish these experiences as I move forward in my career.

I am committed to ensuring a smooth transition and will gladly assist in training my replacement or wrapping up my responsibilities in the coming weeks.

Thank you once again for the wonderful experience at [Company's Name]. I hope we can keep in touch, and I look forward to seeing all the great things the company will accomplish.

Warm regards,

[Your Name]