

[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 of the letter].

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I have had to grow and learn during my time at [Company's Name]. I appreciate the support and mentorship I received from you and the team.

I will do my best to ensure a smooth transition during my remaining time and will assist in training my replacement if needed.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]