

[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]. This decision was not easy and took a lot of consideration. I am grateful for the opportunities I've had to grow personally and professionally during my time at [Company's Name]. I appreciate the support and guidance you've provided throughout my tenure here.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,  
[Your Name]