

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, but after careful consideration, I believe it is the best choice for my personal and professional growth. I am grateful for the opportunities I have had during my time at [Company Name] and for the support from you and my colleagues.

I am committed to ensuring a smooth transition and will do my best to complete my current tasks and assist in the handover process.

Thank you once again for the opportunities and guidance. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]