

[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 enjoyed working at [Company's Name] and am grateful for the opportunities I've had to grow and contribute to the team. However, after careful consideration, I have decided to pursue [brief reason for resignation, e.g., a new career opportunity, personal reasons, etc.].

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities during my remaining time and assist in training my replacement if needed.

Thank you for your understanding and support. I hope to keep in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]