

[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, and I have greatly enjoyed my time working with you and the team. I am grateful for the opportunities for personal and professional growth that have been provided to me during my time here.

Please let me know how I can assist during the transition. I am committed to making the handover process as smooth as possible.

Thank you once again for the support and guidance throughout my career at [Company's Name]. I hope to stay in touch in the future.

Sincerely,
[Your Name]