

[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 have enjoyed working with the team and appreciate the opportunities for professional and personal development that you have provided me during my time at the company.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can help during this process.

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 to cross paths again in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]