

[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 as [Your Job Title] with [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work with you and the team during my time here, but I have decided to pursue a different path.

Thank you for your understanding. I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities before my departure.

Sincerely,
[Your Name]