

[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] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have decided to pursue [brief reason for leaving, if comfortable sharing, e.g., a new opportunity, personal reasons]. I 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 before my departure.

Thank you once again for the support and guidance you have offered me during my tenure. I hope to keep in touch in the future.

Sincerely,

[Your Name]