

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name],
effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, and it took a lot of consideration. I am
grateful for the opportunities for personal and professional development
that I have received during my time at [Company Name].

I appreciate the support and encouragement provided to me during my
tenure and would like to ensure a smooth transition. I am happy to assist
in training my replacement or wrapping up my current projects.

Thank you once again for the opportunity to be a part of [Company Name].

I hope to stay in touch, and I wish the company continued success in the
future.

Sincerely,

[Your Name]
[Your Job Title]