

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

This decision was not easy and took a lot of contemplation. I am grateful for the opportunities I've had to grow professionally and personally during my time at [Company Name]. I have enjoyed working with the team and appreciate the support and guidance throughout my tenure.

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 assist in this process.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,  
[Your Name]