

[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 hope this message finds you well. I am writing to formally notify you of my intention to resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, and I have given it considerable thought. I am grateful for the opportunities and experiences I have gained during my time at [Company's Name]. Working alongside a talented team and under your guidance has been invaluable.

I am committed to ensuring a smooth transition and will do everything I can to assist in this process over the next few weeks. Please let me know how I can help in the handover of my responsibilities.

Thank you once again for the support and mentorship during my tenure. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,
[Your Name]