

[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]. I have greatly appreciated the opportunity to work with a talented team and contribute to [specific projects or experiences]. However, after careful consideration, I have decided to pursue [a new opportunity/personal reasons, etc.].

I am committed to ensuring a smooth transition in my remaining time here and will do everything possible to hand over my responsibilities effectively.

Thank you for the support and opportunities for personal and professional development during my time at [Company Name]. I have enjoyed working here and hope to stay in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]