

[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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and came after careful consideration of my personal circumstances. I am grateful for the opportunities I have had at [Company's Name] and for the support I've received from you and my colleagues.

I will ensure a smooth transition of my responsibilities and am happy to assist in training my replacement.

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

Sincerely,
[Your Name]