

[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 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 it comes after careful consideration of my career goals and personal aspirations. I am truly grateful for the opportunities I have had while working at [Company's Name]. The support and guidance I received from you and my colleagues have been invaluable. 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 during this period.

Thank you once again for the chance to be a part of [Company's Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,  
[Your Name]