

[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 an easy one for me to make, as I have truly enjoyed my time here and have learned so much under your guidance. I deeply regret having to leave such a supportive team and a company that values collaboration and innovation.

I greatly appreciate the opportunities I have been given and the professional and personal growth I have achieved during my time here. I will do everything in my power to ensure a smooth transition and will gladly assist in training my replacement, if needed.

Thank you once again for your understanding. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]