

[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]. I have accepted a new job opportunity that will further my career growth and personal development. This decision was not made lightly, as I have greatly valued the experiences and relationships I have built during my time at [Company's Name].

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively in the coming weeks. Thank you for your support and guidance during my time here. I appreciate all the opportunities I have had to grow and develop my skills.

Sincerely,
[Your Name]