

[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 comes after careful consideration of my personal circumstances. I have greatly valued my time at the company and appreciate the opportunities for professional and personal development that I have received.

I am committed to making this transition as smooth as possible. I am happy to assist in training my replacement and ensuring that all my responsibilities are handled before my departure.

Thank you for your understanding and support in this matter. I hope to remain in touch in the future.

Sincerely,
[Your Name]