

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunities for professional and personal development that you have provided me during my time here. I have enjoyed working with you and the entire team, and I am grateful for the support and guidance I've received.

This decision was not easy and took a lot of consideration. However, I have decided to take a new direction in my career that I believe is the best move for my professional growth.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively. Please let me know how I can assist during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to keeping in touch, and I wish you and the team continued success in the future.

Sincerely,

[Your Name]
[Your Job Title]