

[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 an easy one, as I have greatly appreciated the opportunities for personal and professional development during my time here. Working with such an inspiring team has been a truly rewarding experience, and I am thankful for the support and guidance you have provided me.

I am especially proud to have been a part of [mention any specific project or achievement], and I will carry the lessons learned here into my future endeavors.

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

Thank you once again for everything. I am looking forward to staying in touch, and I hope our paths cross again in the future.

Warm regards,  
[Your Name]