

[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 made lightly, but due to personal reasons, I must prioritize my well-being at this time. I have greatly enjoyed working with you and the team, and I appreciate the opportunities for growth and development I have had during my time here.

I will do my best to ensure a smooth transition and to assist in any handover of my responsibilities.

Thank you again for your understanding and support.

Sincerely,
[Your Name]