

[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 help me grow professionally and personally. This decision was not made lightly, as I have greatly appreciated the time I spent at [Company's Name] and the support I've received from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively during my remaining time.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish you and the entire team continued success.

Sincerely,
[Your Name]