

[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 has not come easily, but I have decided to resign for personal reasons that require my attention and focus at this time. I am truly grateful for the opportunities I have had while being a part of the team.

I will do everything possible to ensure a smooth transition before my departure, including assisting in the handover of my responsibilities. Thank you once again for your support and understanding. I hope to stay in touch in the future.

Sincerely,  
[Your Name]