

[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 appreciate the opportunities I have had to work at [Company's Name] and the support I received during my time here. This decision was not easy and took a lot of consideration.

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

Thank you once again for the opportunities for personal and professional development that you have provided me during my tenure.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]