

[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 easy and took a lot of consideration. However, I believe this transition is necessary for my professional growth and future opportunities. I am grateful for the support and opportunities I've received during my time at [Company's Name].

During the next [notice period duration], I am committed to ensuring a smooth transition. I will do everything I can to hand over my responsibilities effectively and assist in training my replacement if needed.

Thank you for the invaluable experiences and support over the years. I hope to maintain a positive relationship as I move forward in my career.

Sincerely,
[Your Name]