

[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 hope this message finds you well. I am writing to formally announce my resignation from [Your Current Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have accepted a new position that will further my career and personal growth. This decision was not easy, and I am grateful for the opportunities and support I have received during my time here.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in training my replacement.

Thank you once again for your guidance and support. I hope we can stay in touch.

Sincerely,
[Your Name]