

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company 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 it is in my best interest to pursue new opportunities that align with my career goals.

I want to express my gratitude for the support and opportunities I have received during my time at [Company Name]. I have enjoyed working with you and the team, and I appreciate the valuable experiences I gained. I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities before my last day.

Thank you once again for everything. I hope to keep in touch, and I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]