

[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 of the letter].

This decision was not easy, and it took a lot of consideration. I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support provided to me by you and the entire team.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively.

Thank you once again for the opportunity to be part of [Company's Name].

I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]