

[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 months from the date above]. This was not an easy decision for me, but after careful consideration, I have decided 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's Name]. Working with such a talented team has been a truly rewarding experience.

I am committed to ensuring a smooth transition and will do everything I can to complete my duties and assist in the transfer of my responsibilities. Please let me know how I can help during this period. Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]