

[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, Date]. This decision was not easy and took a lot of consideration. However, I believe it is the right choice for my career path at this time.

I appreciate the opportunities I have had during my time here and would like to thank you and my colleagues for the support and guidance. I will ensure that all my duties are completed and any necessary handover is done before I leave.

Thank you for your understanding.

Sincerely,
[Your Name]