

[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 above]. This decision was not easy, and it required a lot of consideration. However, after careful thought, I have decided to pursue [briefly explain reason, e.g., a new opportunity, personal reasons, etc.].

I would like to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have enjoyed working with you and the team, and I appreciate the support and guidance I received throughout my tenure.

I am committed to ensuring a smooth transition. Over the next two weeks, I will do everything I can to wrap up my duties and assist in the handover process. Please let me know how I can help during this transition.

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 Name]