

[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 notify you of my resignation from my position at [Company's Name], effective two weeks from today, [Last Working Day].

This was not an easy decision for me, as I have greatly enjoyed working at [Company's Name] and appreciate the opportunities I have been given. I have learned a lot during my time here and am grateful for the support and encouragement from you and the team.

I am committed to making this transition as smooth as possible. I will do everything I can to ensure that my responsibilities are handed over properly before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I look forward to connecting in the future.

Sincerely,  
[Your Name]