

[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 announce my resignation from my position at [Company's Name], effective two weeks from today, [Last Working Day, e.g., October 15, 2023]. This decision comes after careful consideration of personal reasons that require my attention.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support from you and my colleagues. I will do my best to ensure a smooth transition over the next two weeks, including completing my current tasks and assisting in training a replacement if needed.

Thank you once again for everything. I hope to stay in touch, and I look forward to following [Company's Name]'s continued growth and success.

Sincerely,
[Your Name]