

[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 hope this letter finds you well.

I am writing to formally announce my voluntary resignation from [Your Position] at [Company's Name], effective [last working day, typically two weeks from the date above].

This decision was not easy, as my time at [Company's Name] has been filled with valuable experiences and wonderful memories. I truly appreciate the support and opportunities that have contributed to my professional growth.

As I embark on this new chapter, I am excited to pursue [briefly mention your next step or plan, if comfortable, e.g., further education, a new job, travel]. I will always cherish the relationships I've built here and the skills I've honed during my tenure.

I am committed to making this transition as smooth as possible. Please let me know how I can assist during my remaining time, and I will ensure that all my responsibilities are handed over seamlessly.

Thank you once again for everything. I am looking forward to staying in touch, and I hope our paths cross again in the future.

Warmest regards,

[Your Name]