

[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 made lightly, and I am grateful for the opportunities I have had to grow both personally and professionally during my time at [Company's Name]. I appreciate the support from you and the entire team, and I have enjoyed working with such talented colleagues.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively in the coming weeks. Please let me know how I can help during this transition period. Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the company continued success.

Sincerely,
[Your Name]