

[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 have truly valued my time at [Company's Name]. I appreciate the opportunities for personal and professional development that I have received during my tenure.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and train my successor if necessary.

Thank you once again for the support and encouragement throughout my time at [Company's Name]. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]