

[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 resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I am incredibly grateful for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance I have received from you and my colleagues, which has contributed significantly to both my personal and professional growth.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist in the handover process. Please let me know how I may help during this time.

Thank you once again for the opportunity to be a part of [Company's Name]. I am looking forward to staying in touch, and I wish the company continued success in the future.

Warm regards,

[Your Signature (optional)]
[Your Printed Name]