

[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 easy and took a lot of consideration. I am grateful for the opportunities I've had during my time at [Company's Name]. I appreciate the support I've received from you and my colleagues, and I have learned a great deal that I will carry with me throughout my career. I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in handing over my responsibilities. Thank you once again for the experiences and insights. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]