

[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 have appreciated the opportunities for personal and professional development that you have provided me during my time at [Company's Name].

I will do my best to ensure a smooth transition and will complete my duties to the best of my ability in the coming weeks.

Thank you again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,
[Your Name]