

[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 announce my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

I want to take this opportunity to express my heartfelt appreciation for the support and guidance I've received during my time at [Company's Name]. Working with such a talented team has not only enriched my skills but has also been a truly rewarding experience.

I am grateful for the opportunities for personal and professional growth that I have encountered here. I will always value the relationships I've built and the memories I've made during my tenure.

Please let me know how I can assist during the transition process. I hope to stay in touch, and I look forward to seeing what the future holds for both myself and [Company's Name].

Thank you once again for everything.

Sincerely,  
[Your Name]