

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, and it took a lot of consideration. I am grateful for the opportunities I've had to grow and learn during my time at [Company Name]. I appreciate the support and encouragement from you and my colleagues.

I will do my best to ensure a smooth transition and to hand over my responsibilities effectively before my departure.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch in the future.

Sincerely,  
[Your Name]