

[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 to make, but after careful consideration, I believe it is in my best interest to pursue new opportunities. I am grateful for the experiences and opportunities I have had while working at [Company's Name].

I am committed to ensuring a smooth transition and will do everything necessary to hand over my responsibilities adequately.

Thank you again for the support and guidance during my time here. I hope to stay in touch in the future.

Sincerely,
[Your Name]