

[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, but after careful consideration, I have decided that it is time for me to pursue new opportunities. I am grateful for the opportunities I've had during my time at [Company's Name] and for the support from you and my colleagues.

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 opportunities for personal and professional development that you have provided me. I hope to stay in touch, and I wish everyone at [Company's Name] continued success.

Sincerely,
[Your Name]