

[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].

I have appreciated the opportunities for growth and the chance to work remotely. However, I have decided to pursue a different direction at this time.

I will ensure that all my responsibilities are completed and assist with the transition process to make it as smooth as possible.

Thank you for your support and guidance during my time at [Company's Name]. I hope to keep in touch and wish the company continued success.

Sincerely,  
[Your Name]