

[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 of this letter].

This decision has not come easily, but due to [brief reason for leaving, e.g., personal reasons, new opportunity], I believe it is the best choice for my career at this time.

I appreciate the opportunities I have had during my time at [Company Name] and am grateful for the support and guidance provided by you and my colleagues. I will do my best to ensure a smooth transition in the following weeks.

Thank you once again for everything. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]