

[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 hope this message finds you well. 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, and it took a lot of consideration. However, after careful thought, I have decided to pursue [brief reason, e.g., a new opportunity, further education, personal reasons, etc.]. I am grateful for the opportunities I have had to grow professionally and personally during my time at [Company's Name].

I appreciate the support and guidance you have provided me, and I have enjoyed working with you and the entire team. I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist in handing over my duties.

Thank you once again for everything. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,  
[Your Name]