

[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 of this letter].

This decision comes after careful consideration of my personal circumstances. I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. Working with you and the team has been a rewarding experience.

I will do my best to ensure a smooth transition over the coming weeks. Please let me know how I can assist during this period.

Thank you once again for your support and understanding.

Sincerely,
[Your Name]