

[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 made lightly, and I am truly grateful for the opportunities I have had to grow both professionally and personally during my time here. I appreciate the support and encouragement I have received from you and the team.

I will ensure a smooth transition by completing my current projects and assisting in the handover process. Please let me know how I can help during this transition.

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

Sincerely,  
[Your Name]