

[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].

I want to express my gratitude for the opportunities I've had during my time here. [Optional: Briefly mention a positive experience or skill gained].

This decision was not easy, but I believe it is the right step for my career. I am committed to making the transition as smooth as possible. Please let me know how I can assist during this process.

Thank you once again for your support. I look forward to staying in touch.

Sincerely,
[Your Name]