

[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 easy and took a lot of consideration. However, I believe it is the right choice for my career and personal growth. I am grateful for the opportunities I've had at [Company's Name] and appreciate the chance to work with such a talented team. I will do my best to ensure a smooth transition and assist in handing over my responsibilities.

Thank you once again for your support and guidance. I hope to stay in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]