

[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]. I have appreciated the opportunity to be a part of [Company's Name] and am grateful for the support and encouragement I have received during my time here. This decision was not easy but I believe it is time for me to pursue new challenges.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure.

Thank you once again for the opportunity to be a part of the team. I hope to stay in touch in the future.

Sincerely,
[Your Name]