

[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 announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date of this letter].

This decision was not easy, but after careful consideration, I have decided to pursue [a new opportunity, personal reasons, etc.]. I am grateful for the opportunities I have had at [Company's Name] and appreciate the support and guidance I have received during my time here. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and wish the company continued success.

Sincerely,
[Your Name]