

[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 to make, and it comes after careful consideration of my career path and personal goals. I am grateful for the opportunities I have been afforded during my time at [Company's Name] and appreciate the support and guidance I have received from you and my colleagues.

I will do everything I can to ensure a smooth transition, including training my replacement and completing outstanding projects. Please let me know how I can assist during this process.

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

Sincerely,  
[Your Name]