

[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. I appreciate the opportunities I have received during my time at [Company's Name] and the support from my colleagues and management.

I will do my best to ensure a smooth transition and to wrap up my duties during my remaining time.

Thank you for everything. I hope to stay in touch, and I wish the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]