

[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 date above].

This decision was not made lightly, as my time at [Company's Name] has been invaluable. I have greatly appreciated the opportunities for growth and development that I have experienced during my tenure.

I am committed to ensuring a smooth transition and would be happy to assist in training my replacement or completing any outstanding projects before my departure.

Thank you for your understanding and support. I look forward to staying in touch in the future.

Sincerely,
[Your Name]