

[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 I have greatly enjoyed working at [Company's Name]. I am grateful for the opportunities I have had to grow and develop professionally during my time here.

I will ensure a smooth transition and would be happy to assist in training my replacement before my departure.

Thank you again for the support and guidance I have received. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]