

[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. However, I have decided to pursue a new opportunity that will help me grow both personally and professionally.

I am grateful for the opportunities I have received during my time at [Company's Name] and appreciate the support from you and my colleagues. I hope to maintain our professional relationship in the future.

Please let me know how I can assist during the transition.

Thank you once again for everything.

Sincerely,
[Your Name]