

[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 hope this message finds you well.

I am writing to formally announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date of this letter].

This decision was not easy, as I have greatly valued the opportunity to work alongside you and the entire team. My time at [Company's Name] has been instrumental in my professional growth, and I am truly grateful for the support and guidance I have received.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities. Please let me know how I can assist during this process.

Thank you once again for the invaluable experiences and opportunities. I look forward to staying in touch.

Sincerely,
[Your Name]