

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration of my personal circumstances, and it is not one that I take lightly. I have greatly appreciated the opportunities for professional and personal growth that I have experienced during my time here.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in the handover process.

Thank you for your understanding and support. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]