

[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 resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

This was not an easy decision to make, as I have greatly enjoyed working at [Company's Name] and appreciate the opportunities I have had to grow both personally and professionally. I am truly grateful for your support and guidance during my time here.

I will do my best to ensure a smooth transition, including completing any outstanding tasks and assisting in training my replacement.

Thank you once again for the wonderful experience. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]