

[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 give my notice of resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one to make, as I have greatly appreciated the opportunities I've had to grow and develop my skills during my time here. I want to extend my gratitude for your support and guidance throughout my tenure.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties before my departure. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be part of [Company Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]