

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with you and the team over the past [duration of employment]. This decision was not easy, but I believe it is the best choice for my career at this time.

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. Please let me know how I can help during this time.

Thank you once again for the opportunity. I wish [Company's Name] continued success, and I hope to stay in touch.

Sincerely,
[Your Name]