

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

I have appreciated the opportunities for professional and personal development during my time at [Company's Name]. I am grateful for the support and encouragement provided to me. However, after careful consideration, I have decided to pursue [brief reason for leaving, if you wish to include it].

I am committed to ensuring a smooth transition and will do my best to complete my current projects and assist in the handover process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]