

[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 of this letter].

This decision was not made lightly, and I am grateful for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance I've received, which has contributed greatly to my professional growth.

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

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

Sincerely,  
[Your Name]