

[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].

This decision was not easy, and it took a lot of consideration. I am grateful for the opportunities and experiences I have had while working here, especially working with such a talented team.

I will do my best to ensure a smooth transition during my remaining time. Please let me know how I can help during this period.

Thank you for your support and understanding. I hope to stay in touch in the future.

Sincerely,
[Your Name]